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ABSTRACT

The 1975 faculty handbook of the California State College, Stanislaus covers: (1) the organization of the college; (2) faculty personnel policies; (3) professional responsibilities of the faculty; (4) curriculum development; (5) academic regulations; and (6) faculty services. Appendices include: constitutions of the academic senate and faculty, tenure criteria, grievance and disciplinary procedures, and teacher responsibility. (KE)

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FACULTY HANDBOOK

SEPTEMBER 1975

HE 007 374

CALIFORNIA STATE COLLEGE, STANISLAUS

800 Monte Vista Avenue, Turlock, California 95380
Telephone 209 634-9101

Office of the President

To the Faculty:

This handbook presents a picture of the organization, administration, and policy of California State College, Stanislaus, at this particular point in time. There have been some modifications from last year, and I do feel that there will probably be some changes in several areas in the future. As they occur, changes will be forwarded to you for insertion in your handbook.

A number of issues are currently under review and discussion. The Rules and Nominations Committee has been working on the revision of the constitution. Personnel evaluation procedures are also under consideration. These and other issues, of course, will require much deliberation and consultation. At this writing, please keep in mind that changes will take place and updates will be provided to you.

We welcome any ideas regarding the materials and organization of this book that could be incorporated for greater clarity; it should be regarded as a guide that will be continually developing and changing. To this end, I look forward to your suggestions.

Walter Olson
Walter Olson, President

9/5/75

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

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THE CALIFORNIA STATE UNIVERSITY AND COLLEGES AND CALIFORNIA STATE COLLEGE, STANISLAUS

SECTION I

Nineteen institutions of higher education comprise the organization known as the California State University and Colleges. This statewide network of Universities and Colleges had its beginning over a century ago when the Weekly Normal School, established in 1857 by the San Francisco Board of Education, became the first State Normal School in 1862. The State Normal School operated in San Francisco until 1871 when it moved to San Jose, becoming the San Jose State Normal School. Other normal schools were later established in Chico (1887), San Diego (1897), San Francisco (1899), Fresno (1911), and Humboldt (1913).

In 1923, the Legislature changed the "normal schools" to "teachers colleges," authorizing the granting of baccalaureate degrees. In 1935, the Legislature changed the "teachers colleges" to "state colleges" and authorized courses for students in fields other than teacher education. The California Polytechnic School joined the ranks of the state colleges in 1945, when it became the California State Polytechnic College with campuses at San Luis Obispo and Pomona (Kellogg-Voorhis).

The Legislature further broadened the functions of the state colleges in 1947 when, in addition to the education of teachers, they were authorized to offer courses appropriate for a general or liberal education for responsible citizenship; occupational training in such fields as business, industry, public services, homemaking and social service; and preprofessional courses needed for advanced professional study. That same year (1947) the Legislature established the Los Angeles State College and the Sacramento State College. In 1948 the state colleges were authorized to grant the Master's degree. Subsequently, the Legislature established the Long Beach State College (1949), California State College at Hayward (1957), California State College at Fullerton (1957), San Fernando Valley State College (1958), Stanislaus State College (1959), Sonoma State College (1960), California State College at Dominguez Hills (1960), California State College at San Bernardino (1960), California State College, Bakersfield (1965), and by separation from San Luis Obispo campus, California State Polytechnic College, Kellogg-Voorhis (1966).

Until 1959, the state colleges were administered by the State Department of Education under the direction of the State Board of Education. Pursuant to Assembly Concurrent Resolution No. 88 adopted in the 1959 session of the Legislature, the State Board of Education and the Regents of the University of California agreed upon "A Master Plan for Higher Education in California." The plan adopted by the 1960 budget session of the Legislature and made effective July 1, 1961, formed the "California State Colleges." In June of 1972 the name was changed to the California State University and Colleges with the name of Stanislaus State College changed to California State College, Stanislaus.

The California State University and Colleges are a unique development of the democratic concept of tuition-free public higher education for all qualified students. Spanning the state from Humboldt County in the north to San Diego in the south, the 19 campuses of the California State University and Colleges represent the largest system of public education in the Western Hemisphere and one of the largest in the world.

The individual colleges, each with a geographic, curricular, and academic character of its own, offer a solid basic program in the liberal arts. Beyond this each college is noted for its individuality in academic emphasis which makes for a diversified system. Course offerings leading to the Bachelor's and Master's degree are designed to satisfy existing student interests and to serve the technical and professional manpower requirements of the state.

The California State University and Colleges are dedicated to rigorous academic standards. Constant striving for academic excellence is at the heart of the system. Each faculty within the system is a "teaching faculty", whose primary responsibility is the instructional process on the teacher-student level with appropriate recognition of the necessary and constructive role of research in any institution of higher education.

GOVERNANCE OF THE COLLEGE

The Postsecondary Education Commission. In May of 1973, the legislature established the Postsecondary Education Commission to replace the Coordinating Council of Higher Education. The Commission is composed of 12 public members (six appointed by the Governor, three by the Speaker of the Assembly, and three appointed by the Senate Rules Committee for six year terms) and seven institutional representatives from the various institutions concerned with postsecondary education. Duties of the commission include preparation of a five-year state plan and annual review of this plan for postsecondary education; serve as the primary source of information on postsecondary education for the legislature and executive branch; review proposals for new programs; make recommendations to the legislature on funding of new and existing programs; coordinate and evaluate all aspects of post-secondary education; and develop and periodically review guidelines for adult and continuing higher education.

The Board of Trustees. The Legislature further implemented the Master Plan by resting the governance of the California State University and Colleges in a body corporate, known as "The Trustees of the California State University and Colleges". This board is composed of four ex-officio members, the Governor, the Lieutenant Governor, Speaker of the Assembly, the Superintendent of Public Instruction, and the Chief Executive Officer of the California State University and Colleges appointed by the Trustees, and 16 persons appointed by the Governor with consent of the Senate. The Speaker of the Assembly meets with the board and participates in its work.

The Chancellor. The chief executive officer of the California State University and Colleges is the Chancellor appointed by the Board of Trustees. The Chancellor is directly responsible to the Trustees for the administration of the colleges. He is assisted in his duties by the Executive Vice Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Business Affairs, the Vice Chancellor for Faculty and Staff Affairs, and the Vice Chancellor for Legal Affairs.

The Chancellor's Council of the California State University and Colleges Presidents. The Chancellor's Council of the California State University and Colleges Presidents acts as an advisory group to the Chancellor. The Council evaluates proposed programs and policies prior to their submission to the Board of Trustees through the Chancellor. The Council is also involved in the implementation of all policy decisions affecting the colleges and thus in the formulation of workable programs and means for the application of policy. The Council normally meets once a month. (CCSCP 63-12).

The Academic Senate of the California State Univesity and Colleges. The Academic Senate of the California State University and Colleges serves as the official voice of the faculties of the California State University and Colleges in matters of system-wide concern; considers matters concerning system-wide policies and makes recommendations thereon; and assumes such responsibilities and performs such functions as may be delegated to it by the Chancellor or the Trustees of the California State University and Colleges. All recommendations of the Academic Senate of the California State University and Colleges are addressed to or through the Chancellor. The Constitution of the Senate (Appendix B) was ratified by the faculties of the California State University and Colleges on February 1, 1963, and approved by the Board of Trustees of the Academic Senate of the California State University and Colleges.

RELATIONSHIPS AND LINES OF COMMUNICATION, THE STATE UNIVERSITY OR COLLEGE PRESIDENT

Each President is directly responsible to the Chancellor for the administration of his institution. Communication between the Chancellor and the Presidents, individually, is directed in both directions. The Chancellor communicates with each President concerning policies which govern the operation of his institution's program and matters which are applicable to the California State University and Colleges. The Chancellor will normally observe the established direct channel to the institution, but may deviate when the occasion demands it or when other procedures have been established in accordance with approved policy.

Each President communicates with the Chancellor concerning (a) the operation of his institution, including the progress and review of established programs and development of new programs; (b) problems which require resolution above the institutional level; and (c) educational development and ideas which are pertinent to the responsibilities of the Chancellor or the Trustees. The Chancellor's Office is not an operational center or an appellate office for campus matters, except where such is provided for in approved policy and procedures.

The Chancellor communicates directly with the Trustees. Communication by others with the Trustees may be obtained through the channel of the institution's President's office.

The Chancellor transmits Trustees' policy definitions to the Presidents through the Chancellor's Council of State University and Colleges Presidents. He directs the functioning of the University and Colleges through general and specific instructions to the council.

HISTORY AND OBJECTIVES OF THE COLLEGE

History. The College opened its doors for the first time on September 19, 1960, in temporary facilities at the Stanislaus County Fairgrounds in Turlock. The College, which in its first years limited enrollment to juniors and seniors, admitted its first freshman class in the fall of 1965.

When the college opened its doors in 1960, the name was Stanislaus State College. In the spring of 1972, the name was changed by action of the legislature and Board of Trustees to California State College, Stanislaus.

The College moved to its permanent campus in June, 1965. Air conditioned facilities, including a Library Building, Classroom Building, Science Building, Fieldhouse and Performing Arts Center provide well equipped space for the sciences, arts, and music, in addition to lecture and seminar rooms in other disciplines. The master plan for the campus has been designed for an enrollment of 12,000 students.

Objectives. California State College, Stanislaus derives its educational objectives from the statement of the Donahoe Higher Education Act of 1960 defining the primary function of the California State University and Colleges as "...the provision of instruction for undergraduate and graduate students through the Master's degree, in the liberal arts and sciences, in applied fields and in the professions, including the teaching profession."

The major academic objectives of the College are:

1. To offer a liberal arts program of outstanding academic merit.
2. To provide professional training of high quality in appropriate areas.

ORGANIZATION OF THE COLLEGE

SECTION II

The General Faculty of the College. The General Faculty of the College consists of all teaching faculty, professional librarians, academic administrators and others specified by the Constitution serving on annual appointments in the College. Membership in the faculty does not lapse because of leave of absence or attainment of emeritus status. Those members of the faculty who are in full-time residence on the campus or who have tenure and are in residence are eligible to vote as members of the faculty. It is the duty of the faculty to formulate and recommend to the President for adoption academic, personnel, and professional policies for which the College itself has responsibility. (Appendix C) The General Faculty meets as business requires.

The Faculty Senate. The Faculty Senate is a delegated body of the General Faculty which has the authority to act for the General Faculty in the direction and guidance of student activities related to the educational process; educational policies and procedures; facilities planning and maintenance and certain personnel policies and procedures. The Faculty Senate has no authority to consider matters pertaining to grievance; academic due process; academic freedom; professional ethics; retention, promotion and tenure; and nominations. The Senate has one elected representative from each instructional department or instructional area and the Library. The Vice President for Academic Affairs and the Dean for Administration are members of the Senate. The Speaker and Clerk of the Faculty also serve as Chairman and Secretary of the Senate. The Senate holds regular meetings to consider matters of business.

THE FACULTY COMMITTEES

The principal standing faculty and faculty-administrative committees are listed below. The General Faculty Committees are elected and the others are appointed by the President in consultation with the Speaker of the Faculty. Additional committees may be set up by the President or Speaker of the Faculty for the purpose of study and offering possible solutions to immediate problems. The Schools and Departments may also have their own committee structure. (See Appendix L for a complete list of committees and for Committee Assignments.)

Rules and Nominations (elected) is the executive committee for the General Faculty. This committee advises the Faculty Speaker in all matters related to faculty participation in College affairs as set forth in the Constitution.

Retention, Promotion and Tenure (elected) recommends policy pertaining to Retention, Promotion and Tenure to the faculty. Makes an annual recommendation to the President of the College on retention, promotion and tenure.

Faculty Affairs (elected) is concerned with effective faculty morale and professional ethics. They are to assist with the informal resolution of problems and concerns within the faculty, and between the faculty and the administration.

Educational Policies (appointed) recommends policies involving graduate, undergraduate, and extension instructional programs including teacher education; also advises the Vice President for Academic Affairs.

Instructional Services (appointed) advises on policy and problems concerning instructional services, including the library, computer center and audio visual services.

Special Events (appointed) recommends policies and procedures concerning various special events of the College, including commencement.

Campus Planning (appointed) to provide advice on facility planning (Faculty Administration Committee).

Student Affairs (appointed) recommends policies and programs in all areas of student affairs.

Faculty Awards (appointed) recommends general policy and procedures and makes specific recommendations on the selection of faculty members for sabbatical leaves, creative leaves, and other awards.

Winter Term Committee (appointed) recommends policies and procedures concerning the operation of the winter term.

Student Evaluation of Teaching Committee (appointed) recommends policies on, and implements the student evaluation of teaching.

THE ADMINISTRATION

The administrative organization of the College is made up of the President, who is the executive officer for all aspects of the College, and the following line and staff officers:

Vice President for Academic Affairs. Responsible to the President for the instructional program and leadership of the academic administration and faculty. Responsibilities include the library, advising, admissions and records, continuing education, registrar, institutional research, instructional services, and the academic programs, working directly with the deans of the schools, division chairmen and director.

Business Manager. Responsible for business related aspects of central college administration, including accounting and financial planning, plant operations, Foundation management and campus security.

Executive Dean. Responsible for facility and capital outlay planning, legislative contacts, personnel, and certain aspects of community relations, including Alumni.

Dean for Administration. Responsible for the Divisions of Athletics, Public Relations, Special Programs (EOP, Student Special Services), Administration (Financial Aid, Upward Bound, Veterans, Articulation), and Student Services (student government and clubs, or campus tutoring, facility reservation, health services, disabled students, foreign students, personal counseling, selective services counseling, housing, part-time jobs, career placement, testing and cultural programs).

School Deans. Responsible to the Vice President for Academic Affairs for supervising and assigning the activities of the staff, administering the programs of instruction, recommending changes in academic programs within their areas, and supervising the construction of the school budgets. (A fuller description of the school deans' functions is included in Section III.)

Library Director. Responsible for the management, budget, and personnel of the College library.

Division Chairmen. Responsible to the Vice President for Academic Affairs for supervising and assigning the activities of the staff, administering the programs of instruction, recommending changes in academic programs within their divisions and supervising the construction of the division budgets.

Department Chairmen. While not members of the central administration, the department chairmen share the responsibilities of the program development and the supervision of teaching personnel. (A full explanation of the duties and responsibilities of the department chairmen is included in Section III.)

ADMINISTRATIVE AND COLLEGE-WIDE COMMITTEES

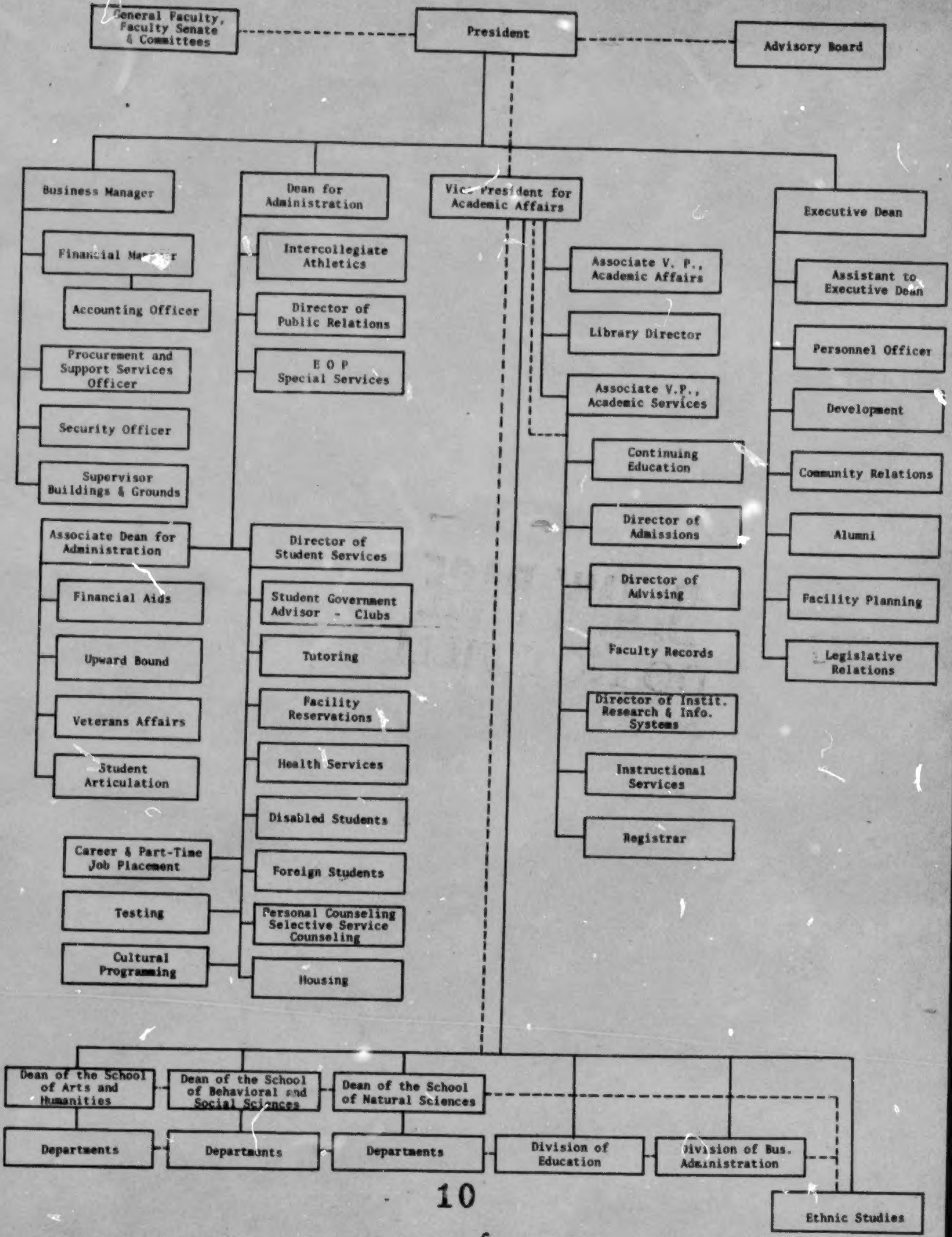
The President's Council. Composed of the President, Vice President for Academic Affairs, Associate Vice President for Academic Affairs, Dean for Administration, Business Manager, Executive Dean, Deans of Schools, Library Director, Speaker of the Faculty, and others as invited.

The Council of Academic Deans. Composed of the Vice President for Academic Affairs, Associate Vice President for Academic Affairs, Associate Vice President for Academic Services, Deans of Schools, and Division Chairmen.

BOARDS AND FOUNDATIONS

College Advisory Board. The College Advisory Baord is an organization of lay members of the community who are interested in the work of the College. Nominations are made by the President to the Trustees of the California State University and Colleges for final approval. While the Board is a duly authorized State body, its powers are those of recommending on policy matters to the President of the College. The present membership of thirteen includes business and professional men in this area. They give aid and advice to the College and play an important role in community relations.

Stanislaus State College Foundation. The Stanislaus State College Foundation was incorporated to provide a vehicle for operating certain essential on-campus activities not funded by the State. The Foundation is controlled by a Board of Trustees, consisting of one faculty member, Business Manager, President of the College, Student Body President, and five representatives from the community. Presently, the Foundation is responsible for food services and the KIVA Bookstore. Profits accruing from the Foundation's operations are used for the benefit and support of projects not funded by the State. The Foundation also administers gifts and grants made to the College. (For Operating Policies, see Appendix L.)


General Faculty, Faculty Senate & Committees
President
Advisory Board
Business Manager
Financial Manager
Accounting Officer
Procurement and Support Services Officer
Security Officer
Supervisor Buildings & Grounds
Dean for Administration
Intercollegiate Athletics
Director of Public Relations
E O P Special Services
Associate Dean for Administration
Financial Aids
Upward Bound
Veterans Affairs
Student Articulation
Director of Student Services
Student Government Advisor - Clubs
Tutoring
Facility Reservations
Health Services
Disabled Students
Foreign Students
Personal Counseling Selective Service Counseling
Housing
Career & Part-Time Job Placement
Testing
Cultural Programming
Vice President for Academic Affairs
Associate V. P., Academic Affairs
Library Director
Associate V.P., Academic Services
Continuing Education
Director of Admissions
Director of Advising
Faculty Records
Director of Instit. Research & Info. Systems
Instructional Services
Registrar
Executive Dean
Assistant to Executive Dean
Personnel Officer
Development
Community Relations
Alumni
Facility Planning
Legislative Relations
Dean of the School of Arts and Humanities
Dean of the School of Behavioral and Social Sciences
Dean of the School of Natural Sciences
Departments
Departments
Departments
Division of Education
Division of Bus. Administration
Ethnic Studies

OPERATING UNITS OF THE COLLEGE

SECTION III

THE ACADEMIC SCHOOLS, DIVISIONS AND DEPARTMENTS

The basic instructional units of the college are three schools, two divisions, and the departments. Each school has a dean appointed by the President in consultation with the Vice President for Academic Affairs, and appropriate screening committees of the faculty. In academic administrative matters, the Vice President for Academic Affairs is responsible to the President. Each Department Chairman is responsible to his school dean and, through him, to the Vice President for Academic Affairs; Division Chairmen are responsible to the Vice President for Academic Affairs.

The School Deans. The deans of the schools (there are three schools: Arts and Humanities; Behavioral and Social Sciences; Natural Sciences) are line officers directly responsible to the Vice President for Academic Affairs. The dean coordinates the instructional and personnel work between and among his school, its departments, and the Vice President for Academic Affairs. The dean is delegated certain authority and responsibility in the conduct of the school and departments under his jurisdiction in matters pertaining to personnel, curriculum, facilities, budget, equipment, and planning. The deans also participate in policy making and planning.

The Division Chairman. The division chairman is responsible to the Vice President for Academic Affairs for the instructional programs in his area. They have the responsibility for all of the duties carried out by the department charimen as well as those assigned by the Vice President for Academic Affairs for effective operation of the division. The two areas of the college having division chairmen are business and education.

The Department Chairman. Under the direction of the school dean, the department chairman has the following duties and responsibilities:

To assume primary responsibility for the development and direction of department programs and services (including Summer Session and Extension), and to maintain communications to and from his department.

To work with the department staff in program planning, evaluation, and curriculum development, and recommending for approval through the school dean all changes, deletions, and additions in course listings and in major and minor requirements.

To develop and maintain, with the department, advising procedures for the students within the department and to communicate these, through the school dean, to appropriate administrative offices.

To work with the school dean on equipment needs, library orders, teaching assistant and reader funds, allocation of travel funds, and other matters pertaining to the budget, and to organize and supervise department procedures relative to these.

To work with the department Retention, Promotion, and Tenure Committee in providing the school dean with recommendations concerning annual retention during the probationary period, the granting of tenure to those eligible, and promotion. The department chairman is to inform the probationary staff members, in individual conference, of the nature of the recommendation made.

In consultation with the departmental faculty to recommend for appointment after interview or review of papers of the candidates who must clearly fulfill the established criteria.

To analyze staff needs of his department, and to recommend addition to staff, when needed, to the school dean.

To prepare each term, for the school dean, the recommended class offerings and their scheduling and staffing.

To encourage the growth of professional competence in all staff members, and to confer with each concerning possible opportunities and directions for professional growth within the department.

COLLEGE-WIDE OPERATING UNITS SET UP TO FACILITATE THE INSTRUCTIONAL PROGRAM OF THE COLLEGE

The Office of the Vice President for Academic Affairs. The Vice President for Academic Affairs is responsible under the President for executive leadership of the curriculum, instruction, and academic personnel. The Associate Vice President for Academic Affairs, the Associate Vice President for Academic Services and the Library Director assist the Vice President in his duties.

The principal responsibilities of the office of the Vice President for Academic Affairs are: (1) the selection, allocation, development, and retention of the academic staff; (2) the maintenance of liaison between the college and the Chancellor's Office on curricular matters; (3) the development and evaluation of programs and courses; (4) the supervision of building utilization for both class offerings and staff offices, the management of such fiscal matters as travel for faculty and staff, and the development of the instructional budget; (5) the editing and production of the college catalog and related instructional bulletins and manuals; (6) the development of the graduate program research facilities, and the self-support programs of the summer sessions; (7) Academic Advising; (8) Admissions and Records; (9) Library; (10) Institutional Records.

Academic Advising. The student advisement program carried on by the various areas of the college is coordinated through the Office of the Director of Academic Advising. A detailed description of the advising services is found in the College Catalog and Academic Advising Handbook (Appendix I).

Admissions. The Office of Admissions is responsible for processing the admission papers of all students seeking admission to the college with either undergraduate or graduate standing. Through its evaluations staff and in cooperation with faculty advisers and other administrative offices this office coordinates all academic evaluations in the college and evaluates the previous academic records of students who apply for admission. In addition, this office is responsible for relations with schools and other colleges.

Registrar. The Registrar's office is responsible for maintaining the official academic records for students enrolled at the college, the registration of students in classes, the maintenance of official class rosters of students, and for probation and disqualification lists. The checking of qualifications for degrees and credentials is handled in this office.

Veterans. The Registrar's office handles all matters pertaining to veterans' benefits under P.L.358 (Cold War Period).

Selective Service. The Registrar's office provides student certificates to Selective Service Boards and handles all matters pertaining to selective service. Student Advisement on selective service matters is available in the Office of the Dean for Administration.

Continuing Education. Off-Campus educational programs are the responsibility of the Associate Vice President for Academic Services who is assisted by the Director of Continuing Education. They are responsible for the operation of the summer session and extension programs as well as relations with public schools, other academic institutions and groups desiring to use educational resources of the college.

Library Director. The Library Director works under the supervision of the Vice President for Academis Affairs, and is responsible for the management, budget, and personnel of the library. In the California State University and Colleges, librarians are classified as academic employees performing an essential function in the instructional program. They participate in faculty meetings, they serve on the Faculty Senate and on faculty committees, and they may be members of professional faculty organizations. They are subject to the tenure provisions which apply to all academic employees.

Director of Institutional Studies. The Director of Institutional Studies is responsible for the organization and administration of analytical studies and reports, institutional research, systems analysis, and automatic data processing system operation for the college.

Office of the Business Manager. This office has responsibility under the President for the management and coordination of financial and certain administrative affairs of the college. He advises and consults with other administrative and academic officers in the development of the annual budget. In addition he provides functional guidance to the Stanislaus State College Foundation and the Associated Students. The Business Manager also has responsibility for the business affairs of the college, including such activities as accounting, plant operations, purchasing, telephone and duplicating services and budgeting.

Office of the Executive Dean. The Executive Dean has the responsibility under the President to coordinate the planning and construction of new facilities for the college. He is responsible for the Capital Outlay, Minor Construction and Minor Alterations programs. He has the additional duty of legislative relations for the college, and Alumni.

Personnel. The collegiate personnel office aids with staff hiring, benefits, training, keys, termination, reclassification and promotion, affirmative action programs, health and safety, and general counseling.

Office of the Dean for Administration. The Dean for Administration is responsible under the President for supervision and coordination of the student services area, administration of special programs, intercollegiate athletics, and public relations. The overall responsibilities of the area are shown on the organization chart. Further details can be found in the College Catalog and Student Handbook. The major functions of each of the services is briefly discussed below.

Orientation. With the beginning of each new semester, information is sent to all new students giving pertinent aspects of the academic and non-academic programs of the college. The program for the fall semester is more elaborate and includes on-campus sessions with student services personnel, academic advisers and departmental faculty.

Personal Counseling. Help for personal problems of any type (drugs, family problems, roommates, college adjustment, etc.) is readily available from a professional counselor at Extension 171. Limited referrals may also be made by the college counselors to the Mental Health Wing of Emanuel Hospital at no cost to the student. Group sessions are also held at regular intervals.

Student Health Services. Emergency medical service is provided to all students as part of their fees through the Health Center, Room C-117 in the Classroom Building. This consists of either emergency first aid or referrals to local doctors for emergency out-patient services. There are doctors on campus two hours every afternoon in C-117 as well as a Registered Nurse, from 8:30 to 12 noon and 12:30 to 5:00 p.m. Family planning, venereal disease and cancer detection services are also provided.

A voluntary health insurance policy, at a group rate, is provided for students who wish more than the basic emergency coverage.

Housing. The college assists students in locating living situations suitable to their needs and financial situations. A card file of available houses, apartments, trailers and rooms is maintained for use by students and staff as is a list of students looking for roommates. The campus dormitory is also managed through this office.

Testing. The test office, administers a program of admissions, aptitude and achievement, temperament and personality, and vocational interest tests. Also a series of credit by examination tests are available as are several national tests including the S.A.T. and G.R.E. Assistance is also available in organizing and scoring objective exams, etc.

Selective Service Information. Help in terms of information about draft laws and procedures is available from one of the personal counselors.

Student Government, Activities and Clubs. The Student Services Offices advises the Associated Student Government in its $52,000 a year program of activities. The office also helps to organize the college-wide cultural program and advises the many chartered clubs presently on campus.

Facility Reservation and Equipment. Reservation of campus facilities, except for regularly scheduled classroom activities, must be done through the Student Services Office or the Dean of the School of Arts and Humanities for use of facilities in the Performing Arts Complex. There are set procedures and regulations concerning use of bulletin boards, classrooms, grounds, etc. Consult the policy on "Use of Campus Facilities".

Part-time Jobs. A listing of part-time jobs available in the area is kept in L-102.

Career Planning and Placement. The Placement Officer offers career planning and placement advice. Information is available concerning employment trends, specific job opportunities, interviewing techniques, etc. A placement library is also available as are on-campus interviews and aid in preparing placement folders.

Foreign Students. Special services for international students are coordinated by the Foreign Student Adviser. These services include advisement relating to visa status, employment, housing, academic procedures and requirements, finances, social standards and customs, social activities (through the International Club) and opportunities offered by the college and community. Further information and assistance can be obtained from Dr. Paul P. Reuben, Foreign Student Adviser, in Room L-112"O", Extension 297.

Disabled Students. Dr. Jerome Beamish (Student Services Office) is the contact for all disabled students on campus. All questions, problems or suggestions relating to services for disabled students (i.e. tutors, readers, proctors, transportation, facilities, etc.) should be directed to Dr. Beamish either by visiting with him in Room L-102, Library Building, or calling 633-2331.

Financial Aids. The Financial Aids Officer handles various federal, state and local loan funds, scholarships and grants. He also can help to obtain employment through the work study program and arrange emergency loans.

Articulation. Recruitment of new students is coordinated through the Student Services Office.

Veterans Coordinator. Various services for veterans such as tutoring, counseling, assistance with benefits, certification, etc., are provided by the veterans coordinator.

Upward Bound. The Upward Bound program is a federally funded program oriented to encourage "disadvantaged" high school students to finish high school and continue on to college or worthwhile employment. It consists of an academic year tutoring-and-cultural program and a six-week residential summer program of courses.

Intercollegiate Athletics. The Physical Education Department Chairman and the Athletics Director are responsible for the intercollegiate athletics program which currently involves basketball (male and female), baseball, track, cross country, golf, tennis (male and female), soccer, volleyball (female), and wrestling. The men are members of the Far Western Conference of NCAA. The women belong to the Northern California Intercollegiate Athletic Conference.

Public Relations. The public relations program of the college is coordinated by the Office of the Director of College Relations. All communications of a public relations nature with off-campus groups and agencies should be planned in cooperation with the Director of College Relations. This is necessary for coordination and information purposes.

Certain college publications are prepared in this office: Campus Digest and "Stanislaus Statement." All news releases and suggestions for news releases or publicity should be referred to the College Relations Office. Faculty and students are encouraged to provide information for press releases and the weekly campus publications. To have the best potential for successful publicity, suggestions and releases should be given to the College Relations Office as early as possible in advance of the planned event. Many of the campus brochures are also prepared in this office. Some photography assistance is also available.

This office maintains a file of those who are interested in speaking to the public. Each faculty member is requested to provide topics on which he would like to speak. People from the community may then call and request information to aid them in arranging for speakers.

Special Programs. The Special Programs area consists of a state EOP program and a federal Special Services program. Both are operated together and provide services for "disadvantaged" students enrolled at CSCS. Services include recruitment, tutoring, advising, counseling, a reading skills clinic, etc.

FACULTY PERSONNEL POLICIES

SECTION IV

EMPLOYMENT

Recruitment and Employment of Academic Personnel

1. The quality and reputation of a college depend primarily on its programs and quality of instruction.

2. The quality of instruction depends almost entirely on the quality of the faculty; appointments are made solely on ability and fitness for the position to be filled.

3. Judgment of fitness and ability of candidates for an academic position is the joint responsibility of the faculty in that discipline and the appropriate administrative officer.

4. It is the primary responsibility of the faculty of the discipline concerned to recruit, and recommend candidates for appointment to its staff.

5. Appointment of college personnel, in accordance with State law and regulations, is the ultimate responsibility of the President or his designee. Official representations made to prospective candidates and agencies regarding a position can only be tendered by the President or his designee.

Appointments. Appointments to the faculty are made by the Vice President for Academic Affairs on delegation from the President. Recommendations for appointments originate with the department and are transmitted to the Dean of the School. All appointments are made for one year until tenure is granted.

Probationary faculty members may receive annual reappointment until they are eligible for tenure. Evaluations for reappointment are conducted in accordance with local Retention, Promotion and Tenure Procedures (Appendix D).

The Oath of Allegiance. The oath is required for all California State employees and must be signed before the employee enters on the duties of his employment. A new oath is not required on successive reappointments providing the faculty member has not been separated. If the faculty member has been separated and is reappointed, a new oath must be signed. No salary payments can be made to an individual who has not signed the oath.

Fingerprinting.** All California State College, Stanislaus employees are required to be fingerprinted no later than at the time they report for their initial appointment. Newly appointed faculty members must be fingerprinted by the Personnel Office not later than two weeks after the date of initial employment. Failure to comply with this regulation may cause a delay in the issuance of salary warrants.

Summer and Extension Employment. The Summer Session and Extension Program are self supporting. Students pay tuition to support the instructional costs unlike the regular session which is supported by the State. A commitment is made to teach in these programs dependent upon sufficient enrollment to pay the faculty salaries and overhead. Low enrollment courses are cancelled when it is determined that the registration will not support the class. The recommended minimum class size for summer school regardless of the rank of the faculty member who teaches the class is 25 students. The enrollment in both Summer School and Extension are judged against the total resources available rather than on the funds generated by any specific course. (See page 26, Section VIII)

The summer session is defined as that period of calendar time extending from the last day of the spring term to the first day of September. The summer session work load is a maximum of ten units. These ten units may be a combination of summer session courses, extension courses, workshops or consulting.

Each department has a summer session rotation policy which is applied to determine who will teach during the summer session. The determination of the summer session program and how the total teaching load in any area will be divided among the staff is an administrative decision recommended by the department chairperson and the dean and approved by the Director of Continuing Education.

Employment of Part-Time Faculty. Appointments are made by the Vice President for Academic Affairs. Part-time faculty must possess the same qualifications for employment as required for appointment to the full time teaching staff.

**In accordance with Paragraph 18931 of the Government Code for California State Employees in general, and FSA 66-10, February 7, 1966, Legal Opinion 66-73, Subject: Authorization for Fingerprinting.

Employment Outside the College - Consulting Privilege. It is college policy that during the academic year no faculty member serving full time shall engage in teaching (including extension), consultation, or research outside his regular duties for more than one day of consultation or its equivalent per week. (See page 26, Extension Load) Opportunities for service (paid or unpaid) to the public, to schools, or to corporations or other public agencies should be discussed with the Department Chairman and School Dean before acceptance. Faculty members engaging in such employment or service during the academic year shall inform the Department Chairman.

Pay Periods. The annual salary of faculty members is paid in twelve monthly installments. Since the State of California does not pay in advance, pay is drawn on the first work day following the month in which the work has been performed. Salary checks are disbursed through the academic department office where faculty members may obtain the dates upon which the pay warrants will be disbursed for the current year.

CALIFORNIA STATE UNIVERSITY AND COLLEGES

Instructional Faculty Salary Schedule

Academic Year Employment
Effective July 1, 1975

	T-Step	Step 1	Step 2	Step 3	Step 4	Step 5
Instructor	$ 917 11004	$ 962 11544	$ 1010 12120	$ 1061 12732	$ 1114 13368	$ 1170 14040
Assistant Professor	$ 1010 12120	$ 1061 12732	$ 1114 13368	$ 1170 14040	$ 1228 14736	$ 1290 15480
Associate Professor	$ 1290 15480	$ 1354 16248	$ 1422 17064	$ 1493 17916	$ 1568 18816	$ 1646 19752
Professor	$ 1646 19752	$ 1728 20736	$ 1815 21780	$ 1905 22860	$ 2001 24012	$ 2101 25212

12 Month Employment
Effective July 1, 1975

	T-Step	Step 1	Step 2	Step 3	Step 4	Step 5
Instructor	$ 1061 12732	$ 1114 13368	$ 1170 14040	$ 1228 14736	$ 1290 15480	$ 1354 16248
Assistant Professor	$ 1170 14040	$ 1228 14736	$ 1290 15480	$ 1354 16248	$ 1422 17064	$ 1493 17916
Associate Professor	$ 1493 17916	$ 1568 18816	$ 1646 19752	$ 1728 20736	$ 1815 21780	$ 1905 22860
Professor	$ 1905 22860	$ 2001 24012	$ 2101 25212	$ 2206 26472	$ 2316 27792	$ 2432 29184

EXTENSION

1974-75

Assistant Professor and Instructor	$364 per semester unit
Professor and Associate Professor	$465 per semester unit

SUMMER SESSION

1975-76

Assistant Professor	$364 per semester unit
Associate Professor	$465 per semester unit
Professor	$593 per semester unit

Tenure and Promotion. The basic tenure policy for the California State University and Colleges is found in Title V of the State Administrative Code (Sections 43560, 43561, 43566). The college procedures and criteria for retention, promotion and tenure are contained in Appendix D. The essential points of the policy follow:

1. Faculty members may not be promoted to the rank of Associate or Full Professor unless they already have tenure or unless tenure is awarded simultaneously with the promotion. The President of the College has the authority to award tenure at the time of such promotions independent of the length of service (faculty members commencing their employment prior to September 1, 1971, are excluded from this provision, i.e. they may be promoted to Associate or Full Professor without being tenured.

2. The regulations provided that the normal probationary period will be 4 years but that the President may determine to award a 5th or 6th probationary year appointment and that in special circumstances the President may award tenure before the completion of the 4-year period.

3. Notice dates are in conformance with the general policies of AAUP. For colleges other than those on QSYRO, these dates are as follows: not later than March 1 of the first probationary academic year; not later than December 15 of the second probationary academic year; and not later than June 1 of the third or subsequent probationary academic year. An additional notice date is in effect at the end of the second academic year (not later than June 1) to provide an opportunity for a decision as to whether an employee's third year will be a terminal year, an additional probationary year, or the first year of tenure. (The decision made not later than December 15 of the second year is primarily for notice that the faculty member will not be reappointed for a third year.) Without this addition, any decision by December 15 of the second year to retain an employee would permit his retention until the end of the fourth year.

Nepotism. It is the practice of this College that close relatives of any employee will not be appointed to the college staff when the individual would be:

1. Under the direct supervision of the relative,

2. In a position of fiscal responsibility with regard to the employment of the relative, or

3. In any other position, such as a personnel committee, where the individual could either make formal recommendations or directly influence the status of the relative.

Close relatives are defined as wife, husband, son, daughter, brother, sister, father, mother, corresponding in-law relationships, and any other relative living in the same household as the employee.

EMPLOYEE BENEFITS

The Personnel Office provides information and conducts business related to employee benefits including retirement, disability and death benefits, group health insurance, income protection, life, disability and accident insurance, State Compensation, vacation, holidays, and sick leave (College Manual, Section 5080).

Retirement. All regular employees, employed half time or more, who were hired after November 1, 1961, are automatically members of a combined Public Employees' Retirement System (PERS), and the Federal Social Security Plan (OASDI). Individuals who were State employees and PERS members on November 6, 1961, were given the option of adjusting their PERS benefits while adding OASDI coverage.

Contributions to the system are made by monthly payroll deductions from salary checks at the rate of 5%, if covered by Social Security; 6% if not covered by Social Security. (Exact retirement contribution may be calculated by using the following formula: Gross salary minus $313.00, times 5% with Social Security coverage; or gross salary minus $150.00, times 6% without Social Security coverage.)

The State also makes contributions to PERS. The State's contribution exceeds the amount contributed by the employee. The system provides death, survivor, disability, and retirement benefits, described in a booklet available in the Personnel Office.

Members terminating employment are refunded their contributions with interest (currently 5-3/4% per year) unless they (1) are eligible to retirement allowance, or (2) elect to leave this money on deposit which may be done if the employee has a total of five years or more of credited service with one or more employers covered by PERS. Funds left on deposit with PERS continue to earn interest.

PERS issues statements annually notifying the employee of the amount on deposit.

Death Benefits. Death benefits are available to statutory beneficiaries, unless otherwise designated. The statutory beneficiaries are as follows: (1) Your spouse (wife or husband); (2) your children (share and share alike); (3) your parents (share and share alike), (4) your estate. If you wish to name different beneficiaries, or list them in a different order, contact the Personnel Office. The basic death benefit for full time employees consists of the following: (1) $5,000 lump sum life insurance benefit, plus (2) 50% of annual salary; or if eligible for retirement (age 55* with 5 years service), one month's salary for each year of service to a maximum of six years; plus (3) total retirement contributions plus interest; plus (4) any unpaid salary due employee; and (5) worker's compensation benefits, if employee died while in the performance of duties. *Effective January 1, 1976, age 50.

Group Health Insurances. A number of basic and major medical health plans are available for members of the PERS. The State contributes toward the total monthly premium of the plan chosen by the employee as follows:

Employee only	$22.00
Employee and one dependent	37.00
Employee and two or more dependents	47.00

Other Insurance. A number of life, accidental death and dismemberment, income protection, and major medical insurance plans are available through the State and through employee organizations. These plans are voluntary and the employee pays the full premium. Information and brochures are available in the Personnel Office.

Tax Sheltered Annuities. The Trustees of the California State University and Colleges have agreements with various insurance companies to provide tax sheltered annuity programs for full time state college employees. These programs are designed to provide tax advantages.

State of California Deferred Compensation Plan. This plan is designed exclusively for State employees making it possible to defer the payment of income taxes on a portion of the employee's salary.

Unemployment Insurance. State employees are covered by the provisions of California State Unemployment Insurance.

Industrial Injury Insurances. All College employees are eligible for State Compensation Insurance. PERS members have a choice of State Compensation or Industrial Disability Leave (IDL). This decision must be made at the time of injury. All on-the-job injuries must be reported to the Personnel Office within twenty-four hours of the accident. Failure to do so may jeopardize compensation benefits.

1. State Compensation Insurance. Medical, hospital, and disability pay is provided at no cost to the employee should the injury be job-related. The first three days of disability, exclusive of the day of injury, may be taken on sick leave. Thereafter, following proper application, compensation insurance will pay a portion of the wage. The remaining wages may be supplemented with sick leave vacation, or accrued compensating time.

2. Industrial Disability Leave. A full monthly salary, less federal and state income and social security taxes, will be paid for the first twenty-two working days of disability. After twenty-two workdays, payment will continue at the rate of 2/3 the salary to a maximum of fifty-two weeks.

Vacations. A faculty member is entitled to earned vacation on days falling between the end of his academic year and the beginning of his next academic year, and on days designated in the local college calendar as college academic holidays during his academic year.

Jury Duty. An employee called for jury duty may (1) request vacation time and the money received for jury service may then be retained by the employee; in such case, the employee must complete an Absence Request, Form 634, and receive approval by his immediate supervisor; or (2) the jury duty may be performed on State time, in which case the money received must be deposited in the State fund through the Cashier's Office.

Sick Leave. Sick leave credit is earned by full time employees and by part time employees based on the percentage of time they work. Full time employees accumulate one day of sick leave credit for each month of service. There is no limit on the amount of sick leave an employee may accumulate.

Sick leave credit may be used after the completion of six months of continuous State employment in units of one or more hours. Absence prior to the completion of six months of service must be treated as leave without pay and will result in a salary dock (except in the case of Industrial Injury).

At retirement the employee receives service credit for all unused sick leave at the rate of .004 years for each day of sick leave.

Family Death Leave. The death of a person related by blood, by adoption, or by marriage, or any person residing in the immediate household of the employee may be an authorized reason for sick leave absence if the employee's attendance is required. Up to five days of sick leave may be taken for each death during a calendar year.

Five days of sick leave are not granted automatically for every death. The supervisor should exercise his judgment as to the time required by the employee. This is affected by several factors, such as relationship to the deceased, responsibility for arrangements, and the date and place of the services. For example, a person who has lived with the employee for a considerable length of time may be considered closer than a relative who has not been in contact with the family for a number of years.

Military Leave. Military leave to enter military service may be obtained by faculty members by submitting the documents and following the procedures required by law governing military leave. All documents required by law governing military leave. All documents required to effect a military leave, together with Absence Request forms, shall be submitted to the President. Since different documents are needed for each type of military leave, faculty members should arrange for military leaves early enough in advance to permit the hiring of adequate duty substitutes. Reserve officers should make every effort to arrange for training duty which does not conflict with their academic year.

Maternity Leave. (SSC 5/27/65) A maternity leave is considered a leave of absence without pay. The President of the College shall determine whether a maternity leave shall constitute a break in the probationary period for purposes of acquiring tenure.

Absence Without Leave as Resignation; Reinstatement. (Title V 24311) Absence without leave for an academic or nonacademic employee, whether voluntary or involuntary, for five consecutive working days is an automatic resignation from state service as of the last date on which the employee worked.

An academic or nonacademic employee may within 90 days of the effective date of such separation file a written request with the State Personnel Board for reinstatement. If the appointing authority has notified the employee of his automatic resignation, any request for reinstatement must be in writing and filed within 15 days of the service of notice of separation. Notice may be personally served or it may be served by mail to the last known residence or business address of the addressee and is complete on mailing. Proof of service, either personal or by mail, shall be made by affidavit. Reinstatement may be granted only if the employee makes a satisfactory explanation to the board as to the cause of his absence and his failure to obtain leave therefore and the board finds that he is ready, able, and willing to resume the discharge of the duties of his position, or, if not, that he has obtained the consent of his appointing power to a leave of absence to commence upon reinstatement. An employee so reinstated shall not be paid salary for the period of his absence or separation, or for any portion thereof.

Separation of Employees from Service for Lack of Funds or Lack of Work. (Title V, 43200-43202

Policy and Relocation Opportunities. It shall be the policy of the California State University and Colleges to provide stability of employment by foreseeing and avoiding unnecessary reduction in staff. However, when this is not possible due to lack of funds or lack of work, the staff shall be reduced in accordance with this article. The classes or teaching service area to be reduced and the number of employees therein to be laid off shall be recommended by the president of the campus to the Chancellor. The Chancellor shall make all final determinations both for each campus and for the Office of the Chancellor.

Relocation Opportunities. The Chancellor's office shall make a survey of all campuses in order to ascertain the availability of suitable positions where staff to be laid off may seek relocation. To the extent staff resources, permit, similar efforts shall be made with respect to colleges and universities outside the California State University and Colleges.

Area of Layoff. Layoff of administrative and nonacademic employees shall be by class within a particular campus, or within the Office of the Chancellor. Layoff of academic employees shall be by teaching service area within a campus.

Order of Layoff. Whenever a determination has been made that there is a lack of funds or lack of work, employees in a class or teaching service area to be reduced shall be laid off in the following order: (1) The Chancellor or president may at his discretion, without regard to the class or teaching service area to be reduced, separate from service any student assistant, instructor for extension service, person employed on a temporary basis, or, with respect to employment in a summer session, any member of the faculty of a campus summer session. Persons described in this paragraph, if performing the same or comparable work as that performed by a probationary or permanent employee, shall be separated before any probationary or permanent employee desiring to continue in employment is laid off pursuant to the provisions of this article. (2) Probationary employees not employed on a temporary basis, without regard to length of service. (3) Permanent employees: (a) If the area of layoff is in administrative or nonacademic classes, permanent administrative and nonacademic employees in the inverse order of their length of employment both in the class and in class or equal or higher rank. (b) If the area of layoff is in class or rank positions, permanent academic employees in the inverse order of their length of employment at the campuses. (c) If the area of layoff is in the "closely related" academic area, permanent employees in the inverse order of their length of employment in the class or in classes or equal or higher level at the campuses.

Part-time Permanent Employees. If the layoff is in a class, part-time employees shall be credited with the service at the campus in the proportion that the actual time employed bears to full-time employment. If the layoff is in a teaching service area, part-time permanent employees shall be credited with service as permanent employees of the campus in the proportion that the actual time served as permanent employees bears to full-time employment.

Determination in the Case of Tie. In case two or more employees in the class or teaching service area are tied for a place in the order of layoff, the president or the Chancellor, as appropriate to the place of employment, shall determine which of such employees shall be laid off.

SABBATICAL LEAVES: CRITERIA AND PROCEDURES

California Administrative Code, Title V, Article 5

A. DEFINITION

There are two categories of sabbatical leaves -- budgeted leave with pay and leave with difference in pay. The criteria, procedures for preparation of the request, and schedule of procedures listed below apply equally to both categories of leaves.

B. ELIGIBILITY

"To be eligible for a leave of absence with pay, an applicant must hold a full-time position and have served therein full-time as an academic employee, executive employee, or an employee in an academic-administrative assignment, or any combination thereof, for six consecutive academic years." (Section 43000, first portion of paragraph two.)

An eligible employee may apply for one of the two categories of leaves of absence with pay.

1. Budgeted leave of absence. The eligible employee may apply for one of the following:
    a. One semester leave at full pay;
    b. One semester and winter term leave at three-fourths pay; or
    c. Two semesters and winter term leave at one-half pay. (Section 43000 (b).)
2. Difference in pay leave of absence. The eligible employee may apply for one of the following:
    a. One semester leave;
    b. One semester and winter term leave; or
    c. Two semesters and winter term leave.

Difference in pay leave of absence means that the applicant receives an amount of pay that is the difference between the applicant's salary and the minimum salary at the instructor rank. (Section 43000 (c).)

Difference in pay leaves are not counted among the number of budgeted positions, because budgeted funds are not required to finance them. Difference in pay leaves should, therefore, be encouraged, because the total number of sabbatical leaves is thereby increased. The criteria and standards for granting sabbatical leaves of either type are the same, but the faculty member requesting a difference in pay leave is not in competition with those who request a budgeted leave of absence. It is sufficient that the faculty member requesting a difference in pay leave be eligible and meet the criteria. The faculty member who receives a difference in pay leave is considered to have received his sabbatical leave and is not entitled to another until having served another six years.

For the purpose of implementation the requests for sabbatical leave should be divided into two categories: Budgeted leave with pay; and Difference in pay leave. Requests in the former category should be judged competitively while those in the latter should be judged solely on their conformance with the criteria.

C. CRITERIA

In recommending sabbatical leaves, reviewers at each level will judge proposals according to the criteria listed below. Each applicant is advised to consider the criteria carefully and to present as complete and as detailed an application as possible.

For either category of leave of absence with pay, the following criteria must be met:

1. The proposed project shall be -
   a. a scholarly or creative project of high academic quality and importance. It should make a significant contribution to the field. This includes but is not limited to original research, a creative project, or the development of new research or creative skills; OR
   b. a "study or travel of a kind and in amount which will...improve and update [the applicant's] capabilities." (Section 43004 (c) in part). If the emphasis is a study, it must be clearly related to the curriculum or curricular policy of the college. If travel is part of the plan, its usefulness and necessity must be clearly presented; OR
   c. a combination of a. and b. above.
2. The proposed project shall be one for which the applicant has -
   a. acquired professional capabilities adequate to the task; AND
   b. completed preparation and planning to undertake the project.
3. The results of the sabbatical shall benefit the college by -
   a. advancing scholarship by such means as publication; presentation at conferences or meetings; public performance or exhibition; OR
   b. improving curriculum; developing new course(s) or program(s); OR
   c. improving teaching; OR
   d. a combination of any of the above.

D. PROCEDURES FOR PREPARATION OF REQUEST FOR SABBATICAL LEAVE

The applicant for a sabbatical leave will be evaluated in accordance with the established criteria and must submit the following information:

1. Proposed Project
   a. The applicant shall submit a clear and detailed explanation of the proposed project, including the nature, scope, and means of implementation.
   b. The inclusive dates requested for the leave must be clearly indicated with a timetable for the implementation of the proposal.
   c. The location(s) where the project will be conducted must be precisely indicated.
2. Professional Productivity and Preparation
   a. The applicant shall include a current vita containing evidence of the following:
      (1) Relevant education and research in the field of the proposed project.
      (2) Publications, and other professional accomplishments in the field of specialization.
   b. The applicant shall indicate what preparatory work has been completed specifically for this project, such as background reading, development of techniques, personnel contacts, and facility arrangements.
3. Benefits to the College (in at least one of the following:)
   a. The applicant shall indicate what tangible results, if any, are to be expected from the project. These may be in the form of publication, creative presentations, participation in seminars, conferences, program or curricular development.
   b. The applicant shall indicate how the proposed project will benefit the applicant as a teacher and how it will benefit the students.
   c. The candidate shall indicate if and how the results of this project will lead on to future endeavors, projects, research.

E. SCHEDULE OF PROCEDURES FOR PROCESSING AND EVALUATING APPLICATIONS (Section 43400 (a): "An application for a leave of absence shall be executed by the applicant on a form prescribed by the Chancellor and submitted to the President of the campus, accompanied by the action of the appropriate faculty committee [Faculty Awards Committee]".)

1. Early in the fall semester, the Faculty Awards Committee shall submit its proposed calendar for sabbatical leaves to the Vice President for Academic Affairs.

2. During the fall semester, the Vice President for Academic Affairs shall distribute to the faculty the calendar, the estimated number of budgeted positions for sabbatical leave and information as to where the application form may be obtained.

3. The review and evaluation process shall proceed as follows:

   a. Applicant to Department Chairman
   b. Department Chairman to Dean
   c. Dean to Faculty Awards Committee
   d. Faculty Awards Committee to Vice President for Academic Affairs
   e. Vice President for Academic Affairs to President

4. The President shall inform each applicant and the Chairman of the Faculty Awards Committee of his decision.

APPROVED: /s/ Walter Olson DATE 7/16/75

Walter Olson, President
California State College, Stanislaus

Eligiblity and Effect. No leave of absence with pay may be granted until earned pursuant to Section 43000. A full or part time leave of absence without pay shall not constitute a break in service in qualifying for sabbatical leave. One year or less of a leave of absence without pay taken for the purpose of teaching, research, study, or an assignment determined by the college President or the Chancellor to be of a nature valuable to the State Colleges may, at the discretion of the President, after consultation with the faculty, be counted towards eligibility for sabbatical leave. A notation of the basis of the decision shall be made in the employee's official personnel record.

Requisite Position and Assignment. Each applicant for a leave of absence shall hold and have served in an academic or executive position or in an academic-administrative assignment, or a combination of such positions and assignments on a full time basis during all of the time prescribed in Sections 43000 and 43001.

Number. (a) The President of each college is responsible for assuring and certifying to the Chancellor that the number of leaves granted in any one quarter, semester, or year, are not so great in any department, division, or school, or in the college as a whole as to disrupt the continued and regular course offerings, or to affect the quality level of education offered to the students. (b) The granting of leaves of absence as provided in this article shall not exceed existing appropriations available for such leaves.

Application. (a) An application for a leave of absence shall be executed by the applicant on a form prescribed by the Chancellor and submitted to the President of the College accompanied by the action of the appropriate faculty committee. The application shall include or be accompanied by the details of the applicant's plan of study, research, or travel and service together with a statement of the benefits which would accrue to the college and students thereof from the proposed study or the proposed travel and service. (b) If the President approves the application, he shall, within such time as the Chancellor shall prescribe, submit the application to the Chancellor together with appropriate justification. (c) The Chancellor shall grant a leave of absence for the purpose of pursuing research, other study or travel only if the Chancellor is satisfied that the applicant is eligible for the leave and will during the leave of absence engage in study or travel of a kind and in an amount which will so improve and update his capabilities that during future employment of the applicant in the college such experience will substantially enhance his value to the State Colleges and to the students thereof.

Bond, Compensation and Further Leaves. (a) Final approval of an application for a leave of absence to engage in study or travel during or for which the applicant is to receive compensation as provided hereinbefore shall not be granted until the applicant has filed with the Chancellor a suitable bond indemnifying the State of California against loss in the event the employee fails to render service in the State Colleges following the return of the employee from the leave of absence at the rate of one term of service for each term of leave. The bond shall be in the amount of the total salary computed to become due to the applicant during his leave of absence, except that in the case of an academic employee on sabbatical leave in residence, the bond shall be in the amount of 4/5 of his total salary computed to become due to the applicant during such leave of absence. The bond shall be exonerated if the failure of the employee to return and render the requisite service in the State Colleges following his leave of absence is caused by the death or physical or mental disability of the employee or dismissal for cause. The obligation to file a bond may be waived by the Chancellor, if he finds that the interests of the State will be protected by the written agreement of the employee to return to the service of the State Colleges and render the requisite service therein following his return from the leave of absence. Such agreement shall be accompanied by a statement of assets showing, to the satisfaction of the Chancellor, the employees' capacity to indemnify the State of California against loss in the event that he fails, through fault of his own, or to fulfill the agreement. (b) Compensation granted an employee on leave of absence under this article shall be paid during his leave of absence in the same manner as if he were not on leave of absence. The bond shall be exonerated if the failure of the employee to return and render the requisite service is caused by his death, his physical or mental disability or dismissal for cause. (c) If the Chancellor or his designee determines that the best interest of the State Colleges will be so served, he may grant to such employee one leave of absence without pay, not to exceed one year, at any time following the completion of leave of absence. Time spent on such leave of absence without pay shall not be credited toward the requisite service required by this section following a leave of absence with pay.

Reinstatement. At the expiration of a leave of absence granted pursuant to this article, the employee shall, unless he otherwise agrees, be reinstated in the position held by him at the time of the granting of the leave of absence.

Retirement and Continuity of Service. The time during which an employee is on leave of absence pursuant to this article shall be credited toward retirement and toward any merit salary increases the employee would have received had he not taken the leave of absence. The period of any leave of absence granted under this article shall not be construed as a break in the continuity of service required toward retirement, or toward any salary adjustment.

Replacement. For each academic employee granted a leave of absence, with pay, there shall be employed a full time replacement or the equivalent part time replacements unless the workload is such that the duties of the position vacated can be absorbed wholly or in part by existing staff. Employment of a replacement may be as a lecturer or as a regular academic appointment. The nature of such appointment will be determined by the President in light of whether or not it appears that there will be a continuing need for the services of the individual serving as the replacement.

Special Leaves for Research or Creative Activity. (Title V 43050-43053) The Chancellor may, within the limitation of funds appropriated therefore, grant, or may authorize any president to grant, with respect to qualified employees at his campus, special leaves for research or creative activity.

The Chancellor is authorized to establish standards for eligibility, and the terms and conditions of such leaves, and to establish procedures and guidelines for their effective implementation.

An academic employee who is granted and who takes a special leave for research or creative activity shall be obligated to teach in the State Colleges for the equivalent of two terms for each term of such leave immediately following the conclusion of such leave provided that the completion of such obligation shall be deferred during periods following such leave, which, pursuant to the regulations of the Board of Trustees are taken as vacation, sabbatical leave, or leave of absence without pay; and provided further that this obligation shall be further deferred for any period during which the employee is a "person in military service" as that phrase is defined in the Soldiers' and Sailors' Civil Relief Act of 1940, as amended, of the United States (50 App. U.S.C. Section 401, et sec.). This obligation shall be exonerated if the failure of the employee to complete such service following the conclusion of the leave is caused by his death or physical or mental disability.

Leave of Absence Without Pay. (Title V 43100) An application for a leave of absence without pay shall be submitted by the applicant to the college president. The college president may approve such leaves for periods not to exceed a total of two years. Requests for leaves without pay in excess of two years shall be submitted to the Chancellor for action. This section is not applicable to leaves of absence without pay following a sabbatical leave, pursuant to Subdivision (c) of Section 43005. Leaves granted pursuant to this Section 43100 are subject to the provisions of Education Code Sections 24209 and 24210, relating to non-academic employees.

A leave of absence without pay taken during a probationary period for an assignment determined by the college president to be of a nature valuable to the college shall not constitute a break in service for the purpose of acquiring tenure. One academic year or less of such leaves may, at the discretion of the president, be counted towards the required service for tenure. However, for a probationary period in a leave status to be counted towards eligibility for tenure, an appraisal of such relevant experience must be made and included in the total appraisal of the individual (Title V 43563).

The President shall determine whether a leave of absence without pay, for reasons other than those indicated above, shall constitute a break in the probationary period.

One year or less of a leave of absence without pay taken for the purpose of teaching, research, study, or an assignment determined by the college president or the Chancellor to be of a nature valuable to the State Colleges may, at the discretion of the president, after consultation with the faculty, be counted towards eligibility for sabbatical leave. A notation of the basis of the decision shall be made in the employee's official personnel record. (Title V 43001)

PROFESSIONAL RESPONSIBILITIES OF THE FACULTY

SECTION V

The emphasis upon excellence throughout the description of criteria and processes for promotion makes clear the expectancies of the faculty for themselves and each other. Effectiveness of teaching, professional growth as reflected by scholarship and creative work, willing acceptance of responsibilities other than teaching, worthy representation of the college in public affairs, participation in the programs of professional societies, and successful maintenance of sound personal and ethical relations with one's colleagues and the community--these are the professional responsibilities of the faculty. To these should be added the following specifics:

Teaching Load. The faculty member teaching full time will ordinarily be expected to carry a load of 10 weighted teaching units a week during the fall and spring terms. Each faculty member will normally be involved in one course during the winter term. Each full time faculty load consists of 24 weighted teaching units per academic year. Part time faculty are ordinarily paid 1/30 of the equivalent annual salary per weighted teaching unit since they are not expected to assume non-teaching duties. However in special cases where extra duties are expected of the faculty member, greater recompence may be granted. (See Appendix G for additional details related to the Faculty Staffing Formulas.)

Non-Teaching and Extracurricular Service Obligations. One of the primary responsibilities of the faculty is the advisement of students, both undergraduate and graduate. The faculty member appointed to the adviser's role is obligated to be available to students and to be knowledgeable of requirements in the particular area in which he functions as an adviser. It is expected that each faculty member will familiarize themselves with the policies, procedures, and regulations pertinent to their departmental duties, that they will assume their just share of the committee work of the department, the school, and the college, and that they will participate in the advisement of students.

Extracurricular obligations include the sponsorship of student organizations (where called on and according to one's interest) and participation in extracurricular affairs where such participation will contribute to the educational experience of students.

Professional Societies. Faculty members are encouraged to participate in the professional societies and other agencies of their choice, both those of their specific disciplines, and those concerned with the profession of teaching, There are local chapters of the following at the college to which faculty members will be welcomed.

American Association of University Professors
United Professors of California
California State Employees' Association
California College and University Faculty Association

Faculty wives and women members of the faculty are eligible for membership in the Faculty Women's Club which sponsors educational, service, and social activities.

Record Keeping. The keeping of accurate enrollment, attendance, and grade records, and their prompt submission to the Registrar on the dates requested is of vital importance to the student and the operation of the college. The responsibility of faculty members in any term is not ended until all records and reports are completed and filed in accordance with instructions.

Attendance. The work year for faculty members begins during the week preceding the week in which instruction begins and ends following Commencement exercises in the spring. Faculty members are expected to be on duty during the registration period for each term. (Appendix H)

All faculty members are expected to meet their classes at the scheduled hours. Any anticipated absence must be reported to and approved by the department chairman in advance. Arrangements can then be made for a substitute. In the case of emergency absence, the department or school office should be informed in sufficient time to make appropriate arrangements to cover classes.

To support the regulation that students report to classes on time, it is necessary that instructors themselves be prompt in meeting classes--and equally important that classes not be held beyond the scheduled dismissal time in order that students have no reason for tardiness at their following classes.

Each faculty member is expected to keep at least five office hours each week on at least two days during which they will be available for conferences with students and advisees. These hours should be posted and announced to classes.

Commencement. Each faculty member should consider it part of their responsibility to attend commencement. Cap, gown, and hood rentals may be arranged through the Bookstore. An announcement of the deadline for ordering academic regalia is made in the Campus Digest.

Ordering Textbooks. It is the responsibility of the department chairman to place orders with the Bookstore for the textbooks which are to be purchased by students in the department. Each term, as soon as teaching assignments have been made for the coming term, the Bookstore will send to each department forms for ordering textbooks. These orders must be placed promptly with the manager of the Bookstore. Any delay in submitting the book order or any change in the original order will mean considerable delay in the delivery of the books. All changes must be handled directly with the manager.

Classroom Assignments and Changes. Several months before the beginning of each term, the departments and schools plan their program and schedule their classes in rooms assigned to them through the Office of the Vice President for Academic Affairs. This schedule is submitted to the Office of the Vice President for Academic Affairs, which completes the scheduling procedure by making all necessary changes to achieve the best articulation of instructors, classes, and classrooms.

Any requests for shifts in room schedules after the initial scheduling period or during the term should be made to the Office of the School Dean. Every effort will be made to honor these requests when facilities permit. Requests for special room facilities on specific days should be made to the Office of the Dean for Administration.

Safety. It is the responsibility of each faculty member to insure that conditions in the laboratories, classrooms and other activity areas are as safe as possible. Department chairmen have the responsibility for the prevention of accidents within their specific area. Each faculty member will be constantly on guard to identify unsafe conditions and report them to the chairman for immediate correction.

Accident Reporting. Accidents which occur in the classroom or elsewhere on campus or on college-sponsored excursions, and which result in injury to students, faculty, or visitors, must be reported to the college nurse. This report should be made as soon as possible after the accident. Members of the staff involved in such an accident which results in an injury will be protected against liability under a statewide public liability and property damage insurance policy.

Collection of Money by Instructors. Faculty members may not collect money from their students for any purpose whatsoever. If it should be necessary to charge students in order to defray the cost of some class project--field trip, compilation of class material--the collection of money should be handled by a student committee. Instructors should not collect money from students in advance of registration. Registration fees can only be charged on schedules set up and approved by the Trustees of the California State University and Colleges. All cash must be collected by the Office of the Business Manager under the direction of the College Cashier's Office.

Lost and Found. Faculty members or students finding a lost object should take it to the lost-and-found service maintained by the College Security Office.

Student Grievance Procedures in Academic Matters. Students who believe a course grade given them is incorrect may utilize these procedures if they wish to have the matter reviewed. The student should not anticipate that a grade will be changed unless the instructor wishes to change it. On the other hand, these procedures insure a degree of review where it is deemed appropriate.

I. The student must consult the instructor and explain the objections to the grade.

II. If the student wishes to pursue the matter further, he shall see the department chairman and explain his case. The chairman will advise the student as to the judgment in the matter. If the chairman feels the student's objections may have merit, he will discuss the matter with the instructor.

III. If the student is not satisfied with the outcome of I and II, the student should consult the dean of the school in which the course is offered. Following this discussion, the dean shall investigate the matter informally and shall then notify the student as follows:

  a. In the dean's judgment, the student's complaint has no merit, in which case the matter is ended.

  b. That the student's case may have merit, in which case the chairman* shall appoint a committee of three full-time instructors, one of whom may be chosen by the student and at least one of whom shall be outside the involved department but within the school. This committee shall investigate and discuss the matter with the teacher and student involved. Following these discussions, the committee shall informally advise the instructor as to its opinion on the matter.

IV. Following the above discussions with their colleagues, the instructor shall inform the student of the final decision in the matter.

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*If the chairman is the instructor in the appeal, the dean of the school will appoint the committee.

CURRICULUM DEVELOPMENT

SECTION VI

Curriculum development at California State College, Stanislaus is a joint, coordinated effort of the departments, the academic deans, the appropriate committees of the Faculty Senate, and the Vice President for Academic Affairs. Major curriculum proposals are reviewed at each level before recommendations are made to the Academic Senate, the Vice President for Academic Affairs, the President of the College, and if necessary, to the Office of the Chancellor and the Trustees.

Initiating Action. An individual student, faculty members, academic officer, department curriculum committee, or an inter-departmental committee may develop suggestions for new courses, new programs, changes in existing courses and programs, or deletion of existing courses or programs.

Department Approval. If a proposal comes from an individual, it should be submitted to the appropriate department. The department chairperson will develop materials to support the proposal and prepare the necessary forms available in the office of the School Deans. The department chairperson will then submit their recommendation to the School Dean.

School Deans' Approval. The School Dean(s) reviews the broader consequences of the proposal, such as effect upon contribution to existing curricula, increase or decrease in FTE, staff requirements, teacher education implications, need for special facilities and equipment, and inter-school relationships.

Roles of Deans and Senate Committees. It is expected that the Educational Policies Committee, with the help and resources of the Office of the Vice President for Academic Affairs and the Deans of Schools, will give their principal attention to the educational and professional validity and desirability of the suggested changes. The Deans' offices will also assist the senate committees to help accelerate the process with background material and presentation.

Senate Committee Approval. The Educational Policies Committee will recommend approval or rejection to the Vice President for Academic Affairs or Faculty Senate, whichever is appropriate. If an approved proposal does not require action by the Chancellor's Office or the Trustees, and it meets with the approval of the Vice President for Academic Affairs and the President, it will be included in the next publication of the College Catalog. When changes are approved, but not in time to meet catalog deadlines, they may be incorporated as part of the curriculum under special administrative provision.

Faculty Senate and Presidential Approval. New programs considered necessary for review by the Chancellor's Office or the Trustees will be forwarded to the Faculty Senate by the Educational Policies Committee.

The Senate shall forward its recommendation to the Vice President for Academic Affairs who in turn will make a recommendation to the President for final action. If approved, the President or his designee, will transmit the documents to the Chancellor's Office for action.

Academic Master Plan. Each College is asked to submit a projection of new programs to the Chancellor's Office for the next five-year period. This projection is updated each year. The plan is completed in the Office of the Vice President for Academic Affairs with the recommendations of departments and schools. The Educational Policies Committee and Faculty Senate are also asked for their recommendations. Implementation of the programs is dependent upon the available resources and goals of the institution.

College Master Planning. Consistent with the objectives of the California State University and Colleges in general, and California State College, Stanislaus in particular, the Vice President for Academic Affairs, with the assistance of the Executive Dean and the Business Manager, develops and maintains a five-year plan for the growth of instructional programs. The five-year plan includes at least the following estimates for each of the next five years: (1) degree and credential programs, (2) special instructional programs, (3) ancillary programs, (4) instructional services, (5) enrollment distribution for disciplines by levels and types of instruction; (6) instructional spaces and facilities, i.e., classrooms, laboratories, faculty offices, etc., and (7) support budgets in each discipline or program.

Prior to inclusion in the five-year academic, physical, and fiscal plans, appropriate documentation for proposed new degree and credential programs, program changes, or options to programs, are to be submitted to the Educational Policies Committee and Faculty Senate for their reviews and recommendations to the Vice President for Academic Affairs.

CALIFORNIA STATE COLLEGE, STANISLAUS

CURRICULUM DEVELOPMENT

	Individual or Group	Dept. Chrm.	Deans of Schools	EPC	Academic Senate	VPAA	President
COURSES	I	I	I			I	I
New							
General Education		R & R	R & R	R & R		A	
All Others		R & R	R & R			A	
Revised							
General Education		R & R	R & R	R & R		A	
Unit Value		R & R	R & R			A	
Title		R & R	R & R			A	
Description		R & R	R & R			A	
Prerequisites		R & R	R & R			A	
Course Number, Course Prefix		R & R	R & R			A	
DEGREE PROGRAMS	I	I	I			I	I
New		R & R	R & R	R & R	R & R	R & R	A
Revised							
Required Units		R & R	R & R	R & R		A	
Required Courses		R & R	R & R	R & R		A	
Required Prerequisites		R & R	R & R	R & R		A	
SPECIALIZATION, CONCENTRATION OR OPTIONS WITHIN DEGREE PROGRAMS	I	I	I			I	I
New		R & R	R & R	R & R	R & R	R & R	A
Revised							
Unit Value		R & R	R & R	R & R		A	
Required Courses		R & R	R & R	R & R		A	
Prerequisites		R & R	R & R	R & R		A	

I - Initiate

R & R - Review and Recommend

A - Approve

RESEARCH AND SPONSORED PROJECTS

SECTION VII

In 1958, the State Board of Education, then the responsible governing body for the activities of the California State University and Colleges, adopted a general policy with respect to research at the California State University and Colleges in which it recognized research as "a fundamental task not only of the scientist, but of the teacher-scholar engaged in any intellectual discipline." The Board identified several categories of research: (1) instructionally relevant research, (2) community service research, (3) institutional research, and (4) individual faculty research. (The California State University and Colleges Administrative Manual, Sections 3600 ff.)

Faculty members are encouraged to apply for funds to support research and special projects. Help is available through your Department Chairperson and School Dean.

Policy Guidelines. (CSCS President, 3/4/70)

1. Research or other program support projects generated by the faculty must be approved prior to submission by the appropriate Departmental Chairperson, the Dean of the School, the proper official in the Business Office, the Vice President for Academic Affairs, and finally by the President. The simplest way for these approvals to be obtained is by a signatory route sheet circulated with the proposal in advance of the submittal date for the proposal. The Business Office will also provide assistance to the faculty member in the preparation of the budget for the project. It should be understood that prior to beginning work on a proposal the faculty member should have appropriate discussions with their academic colleagues, chairperson, and any others necessary to insure a reasonable probability of institutional approval.

2. The project budget should, if at all possible, pay as a salary transfer to their department an appropriate fraction of the faculty member's time which is to be released for the project. In cases where the funding agency will not do this, and time is to be released from teaching duties to be used on the project, this dollar amount should be clearly shown on the budget sheet as an institutional contribution.

3. No additional compensation other than summer salary may be paid to either the principal investigator or to any co-director of the project. Reasonable consultation fees may, on approval by the Vice President for Academic Affairs, be paid to faculty members other than the investigators of the project providing that such compensation does not exceed $1,000 over the course of an academic year. In cases where consultation in excess of this dollar total is required of an individual, the individual should be assigned to the project as an investigator on a released time, salary transfer basis.

4. No regular full time faculty member shall be assigned to more than 50 percent research regardless of the funding capacity of the grant. This does not, of course, apply to the summer term.

ACADEMIC REGULATIONS AND PROCEDURES

SECTION VIII

The academic regulations of the college and many of the procedures through which they are administered are described in the catalog. Members of the faculty should familiarize themselves with that material. The discussion in this section is selected for purposes of supplementing, clarifying, and in some cases, re-emphasizing the materials in the catalog.

The educational program of the college is taught during the year with two semesters of approximately thirteen weeks duration, a winter term of about four weeks, a summer session and the extension program.

The academic calendar has two semesters, the first concluding by Christmas and the second concludes about the first of June. A four week term is taught during the month of January. During this four week period students enroll in one course.

Summer Sessions:

Campus Sessions. The college offers a six week session and a three week post session. A maximum of one semester unit may be allowed for each week of attendance.

Staff. The summer faculty is selected to meet the particular aims of the program. Summer teaching is neither required or guaranteed. (See page 11)

Salary. The summer salary is based upon units of instruction and rank. Six units is the maximum load for a six week session. A complete salary schedule is published under the schedule for State University and Colleges. (Section IV)

Extension:

Courses offered in the extension program are organized on campus as well as off campus in communities served by the college. The offerings include regularly established courses as well as special courses and workshops to meet particular needs. Up to 24 units of such course work may be applied to the baccalaureate degree, and up to six units to the Master's degree. Extension courses do not carry residence credit.

Staff. Instructors are chosen from the faculty of California State College, Stanislaus, from other educational institutions, or from the field. The Office of Continuing Education cooperates with school officials in the selection of a staff and arrangements of a program to meet the needs of a community. (See page 11)

Load. Full-time faculty members at the college are limited to teaching six semester units per academic year in the Extension Program at a rate not exceeding three credits per semester. (Handbook of Administrative Policies and Procedures for California State University and Colleges President. See page 12, Outside Employment)

Salary. Extension salary is based upon units of instruction and rank. Current information on salaries is available in the Office of Continuing Education. (See page 12)

Standards of Off-Campus Instruction. (CSCS 1/17/63) Off-campus instruction shall be in accordance with the established objectives and standards for all instruction in the college, and more specifically the following criteria will apply:

1. Off-campus instruction shall be planned so that it involves students in the study of basic principles and theory consistent with on-campus instruction.

2. Off-campus instruction shall be planned so that all aspects of it are conducted by fully qualified personnel.

3. Materials used in off-campus instruction shall measure up to the same standards set for materials used in on-campus instruction.

4. When college credit is involved, the time devoted to instruction off-campus shall at least equal the time requirements that pertain to on-campus instruction.

Academic Advising and Registration. Each semester, students are required to meet with their academic adviser and plan a program for the coming term. An academic advising period of approximately three weeks is scheduled as part of registration. The adviser's signature is required for a student to complete registration.

Registration. Registration is completed by mail. A student contacts his department for a Registration Request form, meets with his adviser and pays his fees to complete the registration process. The student will be notified by mail of the study program after the request has been processed by the computer.

Class Lists. About the first week of instruction, each instructor receives from the Registrar an IBM class list for all students who are registered in his class. Class lists must be checked very carefully by faculty members to see that there are no students who attend class who are not on the list and properly registered. If there are students who are attending class and are not on the list, these students should not be admitted to the class. Instead, they should be referred to the Registrar's Office to clarify their registration. After the end of the third week, which is the official census date, a roster is sent to the instructor listing all of the students officially enrolled as of that date. Students are also informed of their official registration by mailing of a study list. Near the close of the term instructors receive another class list for grades. The list must be returned by instructors to the Registrar's Office within 72 hours after the final examination in each course.

Changes of Programs. If a student officially changes his program, either drops or adds a class, the instructor should make a record for his information. At the end of the third week he will receive an official enrollment list.

Adding a Course. A student may add a course to his Official Program any time during the dates shown in the academic calendar. The student must secure an add card from the Registrar's Office, secure approval, and file it in the Registrar's Office before the deadline for adding classes.

Dropping a Course. A student may drop a course during the dates shown in the academic calendar by filing a an approved drop card in the Registrar's Office. The date of validation by the Registrar on the drop card is the official date of dropping the course.

During the dates shown in the academic calendar, students may withdraw from courses without academic penalty. After the last date to withdraw a student is responsible for completion of the course in which he is enrolled. Where extreme circumstances beyond the student's control make withdrawal either from a course(s) or from the college necessary, and where continued enrollment would unduly penalize the student, the student may petitiion for an exemption to the regulation. A grade of W is assigned to these courses.

Withdrawal from College. A student who wishes to withdraw from the college should obtain a withdrawal card from the Registrar's Office. The completed withdrawal card must be filed in the Registrar's Office. A grade of W is assigned to each course when a student withdraws from College. The date of validation by the Registrar will be the official date of withdrawal. The action necessary by the instructors is explained on the withdrawal card.

Grading Standards. Students are graded on a five-point grading system, A, B, C, D and F. The grading options which have been assigned to individual courses by departments are CR/NC; A, B, C, NC; A, B, C, NC with student option for CR/NC; A, B, C, D,F or student option of CR/NC and A, B, C, D, F. To qualify for a baccalaureate degree, a student must maintain an average in all his graded courses of at least equal to a "C" grade (2.0) on the five-point system. Probation and disqualification is based on a system of progress points which assesses the progress a student is making towards completion of his degree objective. Further information may be found in the college catalog.

Credit/No Credit Grading. Any student not on probation may elect to be graded on a "Credit/No Credit" (CR/NC) basis in approved courses.

The student must notify the course instructor in writing of his election of the credit grading system by the Last Day to Add a Course. Request forms are available from instructors during the first week of classes.

The "Credit" (CR) grade is earned for "C" work or better ("B" for graduate courses) as judged by the instructor concerned. "Credit" and "No Credit" (NC) grades will have no affect on grade point average, but will affect progress points. Each department determines the maximum number of CR units which may be applied to degree requirmments. A maximum of 40 semester units with "Credit" (CR) grades may be applied toward a baccalaureate degree. No more than 8 semester units of CR/NC may be applied in a given semester toward a baccalaureate degree.

Final Examinations. Final examinations in all appropriate courses are administered during the period and at the time published in the Class Schedule.

Grades of Incomplete. The grade of "Incomplete" is used only when the student has done passing work, D or better, but because of circumstances beyond his control has failed to complete the required work of the course. It should never be used to: (a) give a failing student an opportunity to re-do unsatisfactory work or complete additional work; (b) give a student more time to complete his work when the reasons for his delay have been within his control.

Improvement of Grades. Courses may be repeated and only the most recent grade earned will be used for unit credit or grade points. This policy effective Summer 1973, shall apply only to the first four courses repeated. A student must file a Notification of Repeated Course form at the Admission and Records Office for each course repeated to have only the most recent grade counted in his grade point computation.

Reporting Grades. At the end of each term, instructors are required to submit grade sheets to the Registrar's Office within 72 hours after each final examination.

Individual Study. Upon certain conditions set forth in the college catalog, a student may carry a course individually under guidance of an instructor. Students may apply for such permission upon forms obtained from the department secretary and obtain the chairman's and instructor's signature. Instructors are under no obligation to carry students on an individual study plan.

A student must register in the same manner for individual study as for any regularly scheduled course.

Credit by Examination. Qualified students, registered in the college, may seek credit by examination in lieu of any course listed in the college catalog. Procedures are listed in the college catalog. Enrollment in a course to secure credit by examination does not count as an excess unit load.

Class Attendance. Students are expected to attend all of their classes regularly, and it is the students' responsibility to inform their instructors of the reason why they miss classes. The instructor is the judge of the validity of the reasons for absence and of what arrangements, if any, can be provided for the student to make up class work.

Plagiarism. Each faculty member who requires outside written work as part of class assignments should carefully define for his students the meaning of plagiarism and outline for them the proper methods of using outside sources of material.

Procedure if Cheating is Discovered. If cheating or plagiarism are discovered, each instructor should handle the situation appropriately and as part of his regular classroom responsibility. When there are exceptional or difficult cases, instructors should report the incidents to the Office of the Dean of Student Services for appropriate action.

Classification of Student Petition/Request
(and Selected Administrative Processes)

All forms for petitions and requests are available in the racks on the wall opposite the Admissions and Records Office.

Type of Petition/Request/Process	Recommendation	Approval
1. Individual requests for exceptions to CSCS admissions requirements (within legal authorization):		
a) E.O.P.	Director of E.O.P. Director of Admissions	Special Admissions Committee and Vice President
b) Applicants sponsored by Departments or other campus constituency	Department Chairman	School Dean
2. Request for admission under "hardship" admission conditions	Director of Admissions	Vice President
3. Requests for admissions quota exceptions	Director of Admissions	Vice President
4. Application for admission to the College as a high school advanced placement student	High School Official	Director of Admissions
5. Petitions for reinstatement after disqualification	Major Adviser & School Faculty Committee	School Dean or Division Chairman
6. Withdrawal from the College	Major Adviser	School Dean or Dean of Students (exit interview)
7. Request for leave of absence	Major Adviser	Registrar
8. Declaration or change of educational objectives	Department Chairman of old Department or old Adviser (acknowledgement only)	Department Chairman of new major
9. Advisement clearance for registration: proposed courses for enrollment	Student	Major Adviser
10. Petitions regarding registration and records (within legal authorization:		
a) Failure to meet administrative deadline	Major Adviser or Instructor and Registrar	School Dean*
b) Change of students' registration	(same as above)	School Dean*
c) College-wide graduation requirements	(same as above)	School Dean*
11. Exceptions to General Education requirements (within legal authorization)	Major Adviser and Director of Admissions	School Dean
12. Petitions concerning major/minor program, or other departmental requirements	Major or Minor Adviser	Department Chairman
13. Change of official program: add or drop course on official program card (before deadline)		Major Adviser
(after deadline)	Major Adviser	School Dean
14. Petition for excess unit enrollment	Major Adviser	School Dean
15. Request for Individual Study course	Major Adviser	Instructor Department Chairman
16. Requests for Individual Study-Winter Term	Major Adviser	Instructor, Department Chairman
17. Change of Grade	Major Adviser	Instructor, Department Chairman (information only)

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*Assume School Dean for Department of student's major adviser, and Director of Continuing Education for non-matriculated students.

SERVICES FOR THE FACULTY

SECTION IX

This section briefly describes services provided to the faculty by the Library, Audio Visual Center, Computer Center, and some services of the Business Office. Additional information about services of the Business Office are found in the College Manual.

LIBRARY

A manual describing the holdings of the Library, the physical arrangements and the hours of opening is available at the circulation desk located on the second floor of the Library Building. All collections of the Library are centrally housed in the Library Building. (Appendix K)

Borrowing Privileges. Library books usually circulate for the entire term. Members of the faculty, however may retain until the end of the year books borrowed for use in connection with their courses unless they are needed by another reader. Publications in great demand may be recalled by the Librarian at any time.

Special borrower's cards may be issued upon request to visiting scholars.

Reference Services. Librarians are available at the reference desk to assist students and faculty in the location and use of resources of the Library; to compile brief, selective bibliographies, and to provide group instruction in the resources of the Library in special fields. Arrangements for library instruction may be made by calling the Head of Public Services (Ext. 232).

Reserve Books. At the request of a faculty member the Reserve Book Service (Ext. 234) will place books on reserve for student use. Forms for reserving books may be obtained on request at the circulation desk.

Interlibrary Loan. Books may be obtained through interlibrary loan by faculty members and students. Interlibrary loans are handled at the circulation desk (Ext. 234).

Ordering Books and Periodicals. Library books may be ordered at any time during the year from the funds allocated to each department. A faculty member should consult his department chairman concerning the allocation of book funds and the handling of book orders within the department. Order cards may be obtained from department offices or from the Acquisitions Department of the Library. If more than one copy of an item is desired, the need should be stated.

Each faculty member is notified when his books have been received and cataloged. New periodical titles should be requested on special cards which may be obtained in the Acquisitions Department.

Regular Library Hours, Fall, Winter, and Spring Terms

7:30 a.m. - 10 p.m.	Monday - Thursday
7:30 a.m. - 5 p.m.	Friday
9 a.m. - 5 p.m.	Saturday
1 a.m. - 9 p.m.	Sunday

AUTOMATIC DATA PROCESSING

California State College, Stanislaus has a Honeywell H200 with 40K memory, 2 disc drives, 650 lines per minute printer and 450 card per minute reader. This computer is used for most institutional computation, as well as a terminal for transmission to the State University Data Center at Los Angeles. The administrative processing and work requiring a larger computer are all processed in the State University Data Center.

There are two interactive timesharing terminals utilizing a computer at California State University, Northridge. Three terminals located in the Science Building, Classroom Building and the Computer Center are used for access to the timeshare system.

Plans have been formulated and acquisition should be complete before the end of the 1975-76 academic year for additional equipment for the Honeywell H200 to process most of the campus requirements locally. A PDP1145 minicomputer should be installed by December of 1975. This system will provide at least eight interactive time sharing terminals, a Textronic graphics terminal and other hardware and software for maximum utility of the system. Terminals will be located in the Classroom Building, Science Building and Library Building.

AUDIO VISUAL CENTER

The Audio Visual Center is located in Room C123 of the Classroom Building. It is open for service Monday through Friday from 8 a.m. until 5 p.m.

Loan Procedures. Available for on-campus instructional use by faculty and authorized students are the following types of equipment and materials: motion picture projectors, film loop projectors, opaque and overhead projectors, filmstrip and slide projectors, reel to reel and cassette tape recorders, phonographs, screens, television camera-monitor-recorders, films, filmstrips, audio and video tapes. Booking of materials is on a first-come-first-served basis. Faculty members should reserve selected materials sufficiently in advance to assure their availability. Equipment which is checked out for counter loan should be picked up at the Audio Visual Center. A signature of the person responsible for the use and security of the property is required. Limited amounts of equipment are used on semester loan to departments which have procedures for handling and security. All films and equipment are to be returned to the Center by the due-back date.

Materials Not in Center. Films not listed in the Audio Visual Center catalog should be ordered at least three weeks before they are to be used to assure availability. Rentals can be requested by completing the Film Request Form. It must be signed by the department chairman before a film rental order can be issued by the Audio Visual Center. Individuals who request films directly from rental sources without following these procedures will be personally responsible for any rental charges incurred. Notification will be sent by campus mail when films arrive or when availability is confirmed.

Selection of Materials. Personnel of the Center are on call to assist faculty members and students in selecting and using audio visual materials and equipment. Catalogs of all films and filmstrips in the Center will be made available to each member of the faculty, and will be in the department and the library. Information on audio visual materials available through other sources can be obtained at the Center's Reference Desk.

Equipment Services. In order to assure availability, a twenty-four hour notice is generally required for the following services:

1. Delivery and Pick-Up. This includes the delivery and return of motion pictures, filmstrips, slides, opaque and overhead projectors, phonographs, and tape recorders. The instructor or a student must operate the equipment.

2. Equipment Set-Up. Equipment may be set up ready to operate, if so requested.

Faculty Consultation. Center personnel are available to consult with campus faculty in the solution of instructional communication problems.

SERVICES UNDER THE BUSINESS MANAGER'S OFFICE

The Business Office of the College provides services in support of the academic program of the institution. Some of these services are outlined briefly in this section. Additional information may be found in the College Manual.

SUPPLIES AND EQUIPMENT.

Supplies. A central supply room for office and classroom supplies is maintained in the Corporation Yard. Supplies withdrawn from the supply room will be charged to the appropriate administrative office or instructional unit. Supplies may be obtained by sending a requisition to the supply room signed by the administrative officer concerned. Telephone orders cannot be accepted. The supplies will be delivered each week.

Supplies not carried in the college supply room must be requested on purchase requisition, approved by the administrative officer concerned. Thirty to forty-five days should be allowed for delivery of orders costing over $50. "Confirming purchase orders" cannot be accepted or approved for payment. Faculty and staff members will be financially responsible for materials or services requested directly from vendors without first obtaining an authorized purchase or service order from the College Business Office.

Equipment. Equipment needs should be anticipated one year in advance for inclusion in the support budget. With the approval of the Vice President for Academic Affairs, substitution of items other than those submitted for the budget is possible.

Repair Services. Services for the repair of equipment must be requested through the College Purchasing Office by a purchase requisition.

Typewriters and other office machines requiring service should be reported by telephone to the Purchasing Office, Ext. 243.

Alterations of Offices or Classrooms. All instructional spaces and offices on the campus are under the jurisdiction of the Vice President for Academic Affairs. Any request to modify or change the existing conditions in these spaces must be submitted through the school dean and department chairman for approval by the Vice President for Academic Affairs.

All rooms are inventoried by function and reported to the Office of the Chancellor. Consequently, if such a request is received it is reviewed by the Vice President for Academic Affairs, the Business Manager, and the Executive Dean to determine what effect it will have on academic planning, facility planning, and budget planning.

Student Assistant Funds. Each department receives a student assistant or temporary help allotment and faculty members may employ college students on an hourly wage for certain types of work. The use of student assistants for these assignments can be authorized by prior approval and allocation from the department chairman. Each School, department, or faculty member must remain within the allocation, and no student assistant should be allowed to work unless funds are available and committed to cover his full salary requirements for that period.

Faculty members who have occasion to engage students should obtain information on payroll procedures from their department office. Student assistants must sign a loyalty oath prior to the first day of their initial employment and again the first time they are employed after September 1st of each succeeding academic year. The Loyalty Oath must be signed in order either to hire the student or to pay him. Full time non-academic employees of the college shall not be paid additional compensation from student assistant funds for overtime or other additional work.

Travel Funds. Under the direction of the Office of the Vice President for Academic Affairs and subject to the regulations of the State Department of Finance and the Trustees, travel funds are available to the faculty for both in-state and out-of-state travel to conferences and meetings of a professional nature. Employees who attend conferences at their own expanse must also secure official approval for travel on state time.

Procedures. A person desiring to travel on State funds should complete the official forms after consultation with his department chairman or administrative superior. The School Dean will give assistance or advice in completing the forms upon request.

Early Submission of Forms. To avoid problems, it is essential that travel requests be submitted to the department chairman or administrative superior as far in advance of the proposed travel as possible.

Limitations. A summary of state regulations regarding expenditures for travel and lodging when attending conferences follows:

1. Permission for out-of-state travel is requried to afford the traveler protection in case of disability or accident. Proper forms must be completed through the department and School of the Vice President for Academic Affairs.

2. Proper forms must be completed for travel in-state, if the registration fee exceeds $15, or if more than two persons are attending the same meeting. These forms must include a brief statement of purpose of the professional benefit to the college, and information on the organization calling the conference.

Reimbursement. To secure reimbursement of funds, a regular travel claim voucher (obtainable from the applicable school or department office must be submitted to the department chairman for approval and then to the Business Office. Assistance in the completion of this form may be obtained by calling the Accounting Office, Ext. 440.

Use and Operation of State Owned Cars. Several state owned automobiles are available for use by the faculty in the performance of official business of the college. The cars are reserved by completing a travel request, specifying the travel to be performed. If no car is available you will be notified.

State regulations require that each person who drives on official business complete a "Defensive Driving Course" every two years. In addition, any employee who drives on offical business, using a state car or privately owned vehicle, must possess liability insurance ($15,000 - $30,000), property damage insurance ($5,000), and a valid California drivers license.

Campus Parking. Under existing state regulation, any employee desiring to park on the campus will be required to pay a fee of $13 per semester and $4 for winter term. Reserved parking spaces are also available for $8 per month. Payroll deduction may be arranged for parking fees on an annual basis only. Campus security officers, duly deputized with the authority to issue citations for unauthorized parking are on continuous patrol on the campus.

Telephone Service. For information concerning the telephone system for local and long distance calls consult the telephone directory or your department secretary.

Mail. The college maintains a central mail service for the purpose of consolidating all mail activities and procedures All mail addressed to the college is delivered to California State College, Stanislaus each morning. All mail received is sorted and delivered the same day. All mail is dispatched to the U.S. Post Office in the afternoon. In order to make this mailing, the items should be at the building mail center not later than 3:10 p.m.

Faculty and staff are requested to have publishers, correspondents, and others using the mails to forward all PERSONAL mail to their home address. The college mail room cannot be staffed to render personal mail service.

In accordance with current directives, all postage used by the college will be affixed to the mail by a postage meter. Purchase of postage stamps may be made only for emergency purposes.

Keys. Faculty members and administrative officers are authorized a key to the office and the building in which they are located. Requests for keys should be submitted to the Personnel Office after they have been signed by the Department Chairman or the Department Head. Key request forms are used and must include the name of the individual to whom the keys will be issued and the building and room number for which the key is required. The Personnel Officer will obtain necessary keys from the Chief of Plant Operations and notify the secretaries when they are available. Normally keys will be available within two working days. When keys are issued, a receipt must be signed by the individaul who is authorized the key.

Keys are issued to college employees only. Normally keys are not issued to student assistants. Requests for exceptions to these policies will be referred to the College Business Manager.

Loss of Keys. Lost keys should be reported immediately to your immediately to your immediate supervisor and College Security.

On Separation. Staff members separated from State service must turn all keys in to the Personnel Office before final clearance is granted.

Use of College Facilities. The instructional program has first priority in the use of college buildings and facilities. Professional societies, educational groups, and on-campus student groups with which faculty members are associated may use the facilities of the college for meetings, conference, exhibits, and other events provided such use does not interfere with instruction. Regulations governing the use and scheduling of facilities are found in the College Manual.

POLICIES AND PROCEDURES RELATING TO SPECIAL EVENTS AND OUTSIDE SPEAKERS

Delegation of Authority. The President of each college is responsible for the educational effectiveness, academic excellence, and general welfare of the college over which he presides.

He may delegate and deputize any of his functions to executive officer, faculty members, or student organizations or agencies, provided this delegation does not remove final authority and responsibility from him.

The Trustees at their January, 1962 meeting directed the colleges to continue or develop the policy most appropriate to them to assure that outside speakers brought to the campus will contribute to educational values, that is the pursuit of truth and citizenship values, and not be brought in for propagandizing purposes. Reports on the foregoing will be given to the Trustees from time to time.

It should be understood by all designees (Vice President for Academic Affairs, Dean of Student Services, Business Manager, Student and/or Faculty Committees) that approval of any speaker or event which could lead to a disruption of normal college functions should be brought to the specific attention of the President for approval.

Policies and Procedures for Special Events. A special event or program is any event sponsored by the college or any officially recognized college organization, apart from a classroom exercise, which is open to the college or the general community, on or off the campus.

It shall be the policy of California State College, Stanislaus to sponsor a varied program of special events, such as lecturers, films, concerts, drama exhibits, etc., which contribute to cultural and intellectual growth and which supplement the instructional program. Such events shall be sponsored by an official recognized college organization.

After approval of a special event by the President's designees listed below, the sponsor of that event shall assume responsibility for making all the arrangements, including scheduling of the time, place, and manner in the Student Services Offices, listing of the event on the Master Calendar in the President's Office, negotiation of a lecture contract through the Business Manager, supplying material to the Director of College Relations, etc.

1. Vice President for Academic Affairs - in case of faculty organizations such as the Special Events Committee.
2. Dean of Student Services - in case of activities sponsored by Associated Students or other student clubs or organizations.
3. Business Manager - in case of non-academic organizations.

Policy. California State College, Stanislaus is dedicated to the principle of free inquiry and therefore encourages an open exchange of ideas and a critical examination of various points of view.

The college also realizes that it has a responsibility to insure that inquiry is conducted in such a manner as not to interfere with the objectives of the institution, namely, the open-minded, objective evaluation and dissemination of knowledge.

In accordance with established procedures, outside speakers or performers may be invited to participate in public events if sponsored by officially recognized college organizations. If such speakers are candidates for political office, equal opportunities shall be available to opposing candidates. Organizations issuing invitations should do so with the object of furthering the principles of free inquiry and sound learning. Controversial speakers must agree to answer questions.

When speakers are invited to address regular classes or professional meetings, to which in either case the public is not invited, those who invite the speaker are expected to adhere to the spirit of this policy. However, in such cases the only procedures to be followed will be the usual ones for the use of campus facilities, (e.g., special room, audio visual equipment).

Procedures. An officially recognized college organization may invite a speaker to the campus after completing the following steps:

1. Scheduling the time, place, and manner with the Student Services Office.
2. Securing the approval of the President of the College or his designee, such designee to be the same as listed on preceding page.

Special Events Committee. The Committee shall plan and publicize special events and programs in order to enhance the educational and cultural program of the college.

APPENDIX A

Trustees' and Chancellor's Policy Statements

1. General Principles in the Delegation of Authority and Responsibility.

2. American Association of University Professors' Statement on Government of Colleges and Universities.

DELEGATION OF AUTHORITY AND RESPONSIBILITY

(Approved by the Trustees of the California State Colleges
on August 4, 1961)

In general, the making of policy is regarded as appropriate to the Trustees; and the execution of policy therefore becomes an administrative function, as directed by policy, to be carried out by the Chancellor's Office.

Maximum delegation of responsibilities is of the essence, if we are (a) to release responsible initiative discovered within the colleges, and (b) prevent the growth of unnecessary bureaucracy in the State College System. Supervision should be exercised primarily through consultation. Legal responsibility, which cannot be delegated, should be safeguarded through the devices of supervision, report, and audit, together with necessary rules and regulations.

I

Effective September 16, 1961, or as soon thereafter as possible, and in accordance with legal requirements, delegation of function to the Colleges be made as follows:

A) In Academic Affairs

i) At each College, the President, using democratic processes which involve faculty consultation in policy-making is responsible for originating curricular and instructional plans and processes (within the authorizations approved by the Trustees) and for initiating inquiry and study regarding plans and processes for curricula and instruction not previously approved, with a view to making recommendations to the Trustees through the Chancellor.

ii) At each College, the President, in accordance with democratic procedures which invoke the judgment of faculty members who are peers or superiors in academic status of individuals under consideration, and in conformity with policies enunciated by the Trustees and directives from the Chancellor, and acting fiscal abilities is responsible.

(a) for all initial appointments to the instructional staff.

(b) for all reappointments to the instructional staff which do not confer tenure, and

(c) for all recommendations to the Chancellor for promotion, or discipline of instructional staff, as well as

(d) for recommendations to the Trustees through the Chancellor for all instructional staff appointments which confer tenure or which are concerned with the dismissal of tenured staff.

iii) At each College, the President is responsible for all appointments to administrative positions (including persons who also have status in the instructional staff and who therefore come under the provisions of the preceding paragraph with reference to their instructional staff status), and for all appointments of non-academic staff, subject to policies enunciated by the Trustees or directives issued by the Chancellor and subject to fiscal ability.

B) In Fiscal Affairs

i) At each College, long-range planning for educational purposes is to be a continuous process, under advice and consultation provided by the Chancellor's Office, with the capital and operating implications continuously developed and kept currently valid and translated into priorities for submission to the Chancellor's Office.

ii) At each College, the President has complete responsibility for administering fiscal and business affairs, under established fiscal controls, with the advice of the Chancellor's Office, and subject to audit.

C) General:

i) The President of each College is responsible for the educational effectiveness, academic excellence, and general welfare of the College over which he presides, and in carrying out this responsibility.

(a) He may delegate and deputize any of his functions to executive officers, faculty members, or student organizations or agencies, provided this delegation does not remove final authority and responsibility for him; and in carrying out such delegation.

(b) He may advise and consult with the faculties under his jurisdiction and with the students in his college.

ii) At each College there shall be established in accordance with policies to be enunciated by the trustees (and in the interim, procedures established by the Chancellor), procedures for reviewing and settling grievances concerning personnel and concerning academic and professional matters.

iii) At each College, there shall be established a Faculty Senate or Council, with such powers and duties as the Trustees may in each instance approve.

iv) All powers and functions not expressly delegated to the several Colleges are reserved to the Trustees of the California State Colleges.

II

Effective July 1, 1961, delegation of functions to the Chancellor be made as follows:

A) That the Chancellor be responsible for and have authority to make appointments of all personnel in the Chancellor's Office except Vice Chancellors, whose appointments are to be made by the Trustees on recommendation by the Chancellor;

B) That the Chancellor be responsible for and have authority to establish the organization of the headquarters (Chancellor's) Office and for all operations carried on by that office, subject to position classifications and salary levels approved by the Trustees and in accordance with policies established by the Trustees.

III

All powers and functions not expressly delegated to the several colleges and the Chancellor in his action, or in specific delegations already in effect, are explicitly reserved to the Trustees of the California State Colleges.

AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS' STATEMENT ON GOVERNMENT OF COLLEGES AND UNIVERSITIES

(Approved by the Trustees of the California State Colleges
on October 27, 1968)

The Academic Institution

The Faculty. The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. On these matters the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty. It is desirable that the faculty should, following such communication, have opportunity for further consideration and further transmittal of its views to the president or board. Budgets, manpower limitations, the time element, and the policies of other groups, bodies and agencies having jurisdiction over the institution may set limits to realization of faculty advice.

The faculty sets the requirements for the degrees offered in course, determines when the requirements have been met, and authorizes the president and board to grant the degrees thus achieved.

Faculty status and related matters are primarily a faculty responsibility; this area includes appointments, re-appointments, decisions not to reappoint, promotions the granting of tenure, and dismissal. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Likewise there is the more general competence of experienced faculty personnel committees having a broader charge. Determinations in these matters should first be by faculty action through established procedures, reviewed by the chief academic officers with the concurrence of the board. The governing board and president should, on questions of faculty status, as in other matters where the faculty has primary responsibility, concur with the faculty judgment except in rare instances and for compelling reasons which should be stated in detail.

The faculty should actively participate in the determination of policies and procedures governing salary increases.

The chairman or head of a department, who serves as the chief representative of his department within an institution, should be selected either by departmental election or by appointment following consultation with members of the department and of related departments; appointments should normally be in conformity with department members' judgment. The chairman or department head should not have tenure in his office; his tenure as a faculty member is a matter of separate right. He should serve for a stated term but without prejudice to re-election or to reappointment by procedures which involve appropriate faculty consultation. Board, administration, and faculty should all bear in mind that the department chairman has a special obligation to build a department strong in scholarship and teaching capacity.

Agencies for faculty participation in the government of the college or university should be established at each level where faculty responsibility is present. An agency should exist for the presentation of the views of the whole faculty. The structure and procedures for faculty participation should be designed, approved and established by joint action of the components of the institution. Faculty representatives should be selected by the faculty according to procedures determined by the faculty.

The agencies may consist of meetings of all faculty members of a department, school, college, division or university system, or may take the form of faculty-elected executive committees in departments and schools and a faculty-elected senate or council for larger divisions or the institution as a whole.

Among the means of communication among the faculty, administration, and governing board now in use are: (1) circulation of memoranda and reports by board committees, the administration, and faculty committees, (2) joint ad hoc committees, (3) standing liaison committees, (4) membership of faculty members on administrative bodies, and (5) membership of faculty members on governing boards. Whatever the channels of communication, they should be clearly understood and observed.

On Student Status. When students in American colleges and universities desire to participate responsibly in the government of the institution they attend, their wish should be recognized as a claim to opportunity both for educational experience and for involvement in the affairs of their college or university. Ways should be found to permit significant student participation within the limits of attainable effectiveness. The obstacles to such participation are large and should not be minimized; inexperience, untested capacity, a transitory status which means that present action does not carry with it subsequent responsibility, and the inescapable fact that the other components of the institution are in a position of judgment over the students. It is important to recognize that student needs are strongly related to educational experience, both formal and informal. Students expect, and have the right to expect, that the educational process will be structured, that they will be stimulated by it to become independent adults, and that they will have effectively transmitted to them the cultural heritage of the larger society. If institutional support is to have its fullest possible meaning it should incorporate the strength, freshness of view, and idealism of the student body.

The respect of students for their college or university can be enhanced if they are given at least these opportunities: (1) to be listened to in the classroom without fear of institutional reprisal for the substance of their views, (2) freedom to discuss questions of institutional policy and operation, (3) the right to academic due process when charged with serious violations of institutional regulations, and (4) the same right to hear speakers of their own choice as is enjoyed by other components of the institution.

APPENDIX B

Constitution of the Academic Senate of the California State University and Colleges

CONSTITUTION OF THE ACADEMIC SENATE
OF THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

(as amended through January 21, 1965)

In order to provide for participation by the faculties of the California State University and Colleges in the formulation of systemwide policy relating to the Colleges, there is hereby created the Academic Senate of the California State University and Colleges.

ARTICLE I

Section 1. PURPOSE

(a) It shall be the purpose of the Academic Senate of the California State University and Colleges to serve as the official voice of the faculties of the California State University and Colleges in matters of systemwide concern; to consider matters concerning systemwide policies and to make recommendations thereon; to endeavor to strengthen the senate and councils of the several colleges; and to assume such responsibilities and perform such functions as may be delegated to it by the Chancellor of the Trustees of the California State University and Colleges.

(b) The Academic Senate of the California State University and Colleges shall have no authority over those matters delegated to the individual colleges by the Chancellor or by the Trustees; and nothing in this Constitution shall be construed to impair the rights of senates and councils of the several colleges to communicate through appropriate channels with the Chancellor and the Trustees.

(c) All recommendations of the Academic Senate of the California State University and Colleges shall be addressed to or through the Chancellor.

ARTICLE II

Section 1. ELIGIBILITY TO VOTE FOR REPRESENTATIVES

All members of the faculty at each college shall be eligible to vote for representatives to serve in the Academic Senate. The term faculty shall mean all personnel at the college with full-time assignments in teaching, research, administration, and other activities closely related to the educational program, or a combination of these. The senate or council of each college shall determine, in a manner consistent with policies adopted by the Trustees, which administrative and other positions are closely related to the educational program at the college. The term senate or council of each college shall mean the elected representative body established at each college by the faculty of the college.

Section 2. ELIGIBILITY TO SERVE AS A REPRESENTATIVE

Only those persons eleigible to vote for representatives shall be eligible to serve as representatives, provided: that the faculty of a college may, in its discretion, establish additional requirements for eligibility to serve as representative of that college.

Section 3. MEMBERSHIP

Members of the Academic Senate shall consist of:

(a) two members elected from each college with less than ten-thousand full-time-equivalent enrollment.

(b) three members elected from each college with more than ten-thousand full-time-equivalent enrollment, but less than twenty thousand full-time-equivalent enrollment.

(c) four members elected from each college with more than twenty-thousand full-time-equivalent enrollment.

(d) the Chancellor or his representative as an ex-officio member.

For purposes of this section, full-time-equivalent enrollment shall mean the average annual total full-time-equivalent enrollment reported for the academic year in which an election is held.

Section 4. REPRESENTATION FOR NEW COLLEGES

The faculty of each newly established college shall elect its first representatives in the spring of the first year of instruction. At any time after establishment of the college and prior to the time voting representatives take office, the faculty of the college may send a non-voting representative.

Section [illegible]. ELECTIONS

Representatives shall be elected at each college in a manner to be determined by the faculty of the college. In any year in which an election shall be held at any college, the election results shall be certified to a designated officer of the Academic Senate by the principal elected officer of the faculty of such college on or before May 15; and representatives elected shall take office on or before June 15.

Section 6. TERMS OF OFFICE

Representatives shall serve a term of three years, except as otherwise provided in this section. The Academic Senate, at its first meeting, shall establish by appropriate procedures the length of terms of its members in such fashion that one-third of the members shall be elected each year. It shall also establish the length of the initial term of each additional voting representative at or prior to the time such representative takes office.

Section 7. SUBSTITUTE MEMBERS

In the event that an elected member will be absent for one semester or longer, the faculty of his college shall replace him in the same manner as other representatives from that college are initially elected or in such other manner as may be determined by the faculty of the college. In the event an elected representative of a college is unable to attend a meeting of the Academic Senate, the senate or council of that college shall name a substitute who shall have the right to attend and vote at that meeting.

Section 8. RECALL OF REPRESENTATIVES

A representative of a college may be recalled by majority vote of those voting within the constituency which elected him under procedures established by the faculty of the college.

ARTICLE III

Section 1. NAMES OF OFFICERS

There shall be a chairman of the Academic Senate, and such other officers as shall be specified in the Bylaws.

Section 2. DUTIES OF OFFICERS

The time and manner of election, the length of terms and the duties and responsibilities of officers shall be specified in the Bylaws.

ARTICLE IV

Section 1. MEETINGS

There shall be at least two meetings during each academic year. Within budgetary limitations, additional meetings may be convened by the Chancellor or by procedures which shall be specified in the Bylaws.

Section 2. VOTING

A quorum shall consist of a majority of the membership. Action shall require the approval of a majority of those present and voting. Voting by proxy shall not be permitted.

ARTICLE V

Section 1. REFERENDUM

Any recommendation adopted by the Academic Senate shall be referred to the faculties of the California State University and Colleges when resolutions requesting such a referendum are adopted by the senates or councils of at least one-third of the colleges, or when forty percent of the membership of the Academic Senate supports a motion for such a referendum. Approval of recommendations so referred shall require a majority of the votes cast at a balloting held for the purpose.

ARTICLE VI

Section 1. COMMUNICATION WITH THE COLLEGES

In order to provide adequate communications with the faculties of the several colleges, the Academic Senate shall circulate to the senate or council and to the president of each college such materials as agenda for the minutes of its meetings, committee reports and information on pending matters.

ARTICLE VII

Section 1. BYLAWS

The Academic Senate may adopt Bylaws not inconsistent with this Constitution, provide for committees, and establish its own rules of procedure.

Section 2. RULES OF ORDER

Unless otherwise provided in this Constitution or in the Bylaws, the rules contained in Robert's Rules of Order, Revised, as copyrighted in 1951 by Isabel H. Robert, shall govern the proceedings at, and the conduct of the meetings of the Academic Senate and its committees.

ARTICLE VIII

Section 1. AMENDMENTS

Amendments to this Constitution compatible with the responsibilities assigned by the Trustees may be proposed by a resolution adopted by majority vote of one-third of the senates or councils of the several colleges, or by a majority of those present and voting at a meeting of the Academic Senate.

Section 2. RATIFICATION OF AMENDMENT

Ratification shall require a majority of the total votes cast in a systemwide referendum and a majority of the votes cast at each of a majority of the colleges.

Section 3. ADOPTION OF AMENDMENTS

Amendments shall become effective upon ratification by the faculties of the several colleges and approval by the Trustees.

APPENDIX C

Constitution and Bylaws of the Faculty of California State College, Stanislaus

CALIFORNIA STATE COLLEGE, STANISLAUS
Turlock, California

THE CONSTITUTION OF THE GENERAL FACULTY

Approved by the General Faculty 4/9/64
Amended by the General Faculty 5/4/65
Amended by the General Faculty 3/22/71
Amended by the General Faculty 2/7/72
Amended by the General Faculty 2/27/73

ARTICLE I
NAME AND PURPOSE

Section 1. Name. The name of this organization shall be the General Faculty of California State College, Stanislaus.

Section 2. Purpose. The purpose of this organization shall be: (1) to formulate, evaluate, and recommend to the President of the College policies and procedures pertaining to the development, maintenance, and improvement of the college program; (2) to serve as a medium for expressing the opinion of the General Faculty in matters affecting the operation of the College.

ARTICLE II
ORGANIZATION AND POWERS OF THE GENERAL FACULTY

Section 1. Powers. Responsibility for the academic program and administration of California State College, Stanislaus is vested in the Board of Trustees of the California State University and Colleges. The Trustees establish general policies for the Colleges and appoint a President for each college, who is responsible for the operation of the College within the framework of policies set by the Trustees.

1.1 The President of California State College, Stanislaus, in accordance with the "Statement of General Principles on the Delegation of Authority and Responsibility" approved by the Board of Trustees of the California State University and Colleges on August 4, 1961, authorizes the General Faculty to formulate, evaluate, and recommend policies and procedures pertaining to the following functions:

a. Educational Policies and Procedures: including but not limited to curriculum development, establishment of standards for degrees, credentials, and extension programs; approval of degree and credential candidates; support of research; establishment of standards for student admission and academic performance; alterations in academic calendar; and the establishment of departments and organizations of academic units.

b. Personnel Policies and Procedures--including but not limited to academic selection; leave of absence; retention, promotion and tenure; professional ethics, academic freedom and academic due process.

c. Direction and Guidance of Student Activities Related to the Educational Process--including but not limited to testing and counseling; placement; dormitory life; athletics; loans and scholarships; extra curricular activities; and regulations affecting freedom of expression.

1.2 Consultation on Facility Planning and Maintenance. The General Faculty provides advice on the planning and maintenance of buildings and grounds and the selection of equipment.

Section 2. Delegation of Authority

2.1 Powers Delegated to the Faculty Senate. The General Faculty delegates to the Faculty Senate, except as limited by Article II, Section 2.2, the power to recommend policies and procedures pertaining to the following:

a. Direction and guidance of student activities as stipulated in Article II, Section 1.1 of this Constitution.

b. Facility planning and maintenance as stipulated in Article II, Section 1.2 of this Constitution.

c. Educational policies and procedures as stipulated in Article II, Section 1.1 of this Constitution, except as limited by Article II, Section 2.2 of this Constitution.

d. Personnel policies and procedures as stipulated in Article II, Section 1.1 of this Constitution, except as limited by Article II, Section 2.2 of this Constitution.

2.2 Limitations. The General Faculty may not delegate to the Faculty Senate the following powers:

a. Specific powers delegated to the Faculty in the California Education Code and the California Administrative Code, Title V.

b. Authority to consider matters pertaining to grievance; academic due process; academic freedom; professional ethics; retention, promotion and tenure; and nominations.

c. Election of members of the committees responsible for retention, promotion and tenure; rules, nominations; and faculty affairs.

Section 3. Membership. Membership in the General Faculty shall include full-time personnel with the following classifications as defined by the Trustees:

a. Executive
b. Academic
c. Academic-Administrative
d. Associate Deans, Registrar, and Business Manager

3.1 Associate Membership. Associate membership in the General Faculty shall include Academic and Academic-Administrative personnel employed less than full time. They shall have the privilege of debate, but shall have no vote.

Section 4. Officers of the General Faculty. Officers of the General Faculty shall be the President of the College, Speaker of the Faculty and Clerk.

4.1 Election of Officers of the General Faculty. Nominations for the Speaker and the Clerk of the General Faculty shall be made by the Rules and Nominations Committee. Nominees must give their consent in advance. Nominations shall consist of at least two candidates for each office. Additional nominees may be added by petition of at least fifteen percent of the General Faculty. Election shall be held by mail ballot preceding the final meeting of the General Faculty in the Spring. Elected officers shall take office at that meeting. Candidates shall be declared elected after they receive a majority of all votes cast in the election. If no candidate receives the majority of a ballot, a second ballot shall be taken between the two candidates receiving the highest number of votes.

4.2 Duties of the Officers of the General Faculty.

a. The President of the College shall be the presiding officer of the General Faculty and the Speaker shall conduct business.

b. The Speaker shall be an ex-officio member of all non-elective committees of the General Faculty.

c. The Clerk shall cause the minutes and records of the General Faculty to be preserved. He shall cause copies of actions to be sent to all persons and organizations that should have knowledge of them.

4.3 Term of Office. The term of office of General Faculty officers shall be one year. (Amended 2/71)

Section 5. Representation in the Statewide Academic Senate of the California State University and Colleges. Representatives of the General Faculty to the Statewide Academic Senate of the California State University and Colleges shall be elected in such numbers, for such times and at such times as may be provided in the Constitution of that body. Nominations for representatives shall be made in the same manner as nominations for officers of the General Faculty. Elections shall be held by mail ballot at a date to be determined by the Executive Committee of the Statewide Academic Senate.

5.1 Eligibility for Election to the Statewide Academic Senate of the California State University and Colleges. Members of the General Faculty are eligible for election to the Statewide Academic Senate of the California State University and Colleges.

5.2 Membership in the Faculty Senate. Representatives elected to the Statewide Academic Senate of the California State University and Colleges shall be members at large of the Faculty Senate.

5.3 Statewide Academic Senators shall seek the advice of and report to the General Faculty and Faculty Senate as appropriate. They shall act as representatives of the General Faculty.

Section 6. Organization and Powers of the Faculty Senate

6.1 Powers. The Faculty Senate shall have power to recommend policies and procedures pertaining to those aspects of the college operation delegated to it by the General Faculty in Article II, Section 2.1 of this Constitution.

6.2 Membership. Members, excluding the Speaker and the Clerk of the General Faculty, shall serve for a term of three years and shall not serve more than two consecutive terms. The initial group shall be divided into three equal classes, each of which shall serve one, two, and three-year periods. Classes shall be determined by lot. Vacancies occurring during the school year shall be filled by election at a time determined by the Speaker. An elected voting member shall be responsible for acting in the interest of the entire College, although he shall represent the point of view of the group from which he is elected.

6.21 Elected Voting Members: One Faculty Senator shall be chosen from the General Faculty membership in each Instructional Department or Instructional Area and the Library.

6.22 Voting Membership Accorded to Selected General Faculty Officers. Additional voting members are:

a. Speaker of the General Faculty
b. Clerk of the General Faculty
c. Statewide Academic Senators (Amended 2/71)

6.23 Voting Membership Accorded to Selected College Administrators.

a. Academic Vice President
b. Dean of Student Services

6.24 Consultants: Members of the General Faculty and two student representatives selected by the Student Senate shall have the privilege of attendance and voice at all meetings of the Faculty Senate.

6.3 Officers of the Faculty Senate

6.31 The Officers of the Faculty Senate shall be the Chairman, Vice-Chairman and Secretary.

6.32 Chairman. The Speaker of the General Faculty shall be the Chairman of the Senate. He shall receive communications from members of the Senate, Senate Committees, and the President of the College for transmission to the Senate. He shall consult with the President on the appointment of all Standing Senate Committees, as described under Section 3.01 of the Bylaws.

6.33 Vice-Chairman. The Vice-Chairman of the Senate shall be elected from the Senate membership annually by the members of the Senate. He shall preside over the Senate at the pleasure of the Chairman and assume additional duties as determined by the Chairman.

6.34 Secretary. The Clerk of the General Faculty shall also serve as Secretary of the Senate (Amended 5/4/65)

6.4 Rules of the Faculty Senate.

6.41 The Senate shall adopt rules for the conduct of its business in conformance with practices set forth in Roberts Rules of Order (Revised).

6.5 Standing and Ad Hoc Committees. The Faculty Senate shall have the power to create standing and ad hoc committees from its own membership or from the membership of the General Faculty in conformance with practices set forth in Roberts Rules of Order (Revised).

6.51 Agenda Committee. The Agenda Committee shall be comprised of the Chairman, the Vice-Chairman, and the Secretary of the Senate.

6.52 Special Advisory Committees. The Chairman of the Senate may appoint special ad hoc advisory committees at such times as he deems necessary.

6.6 Meetings.

6.61 Regular Meetings and Special Meetings. There shall be one regular monthly meeting. Special meetings may be held on call of the Chairman, or on petition of ten percent of the membership.

6.62 Quorum. The quorum shall consist of one-half of the voting membership.

6.63 Voting. The vote on each substantive motion shall be by roll call and the original tally shall be filed with the Secretary of the Faculty Senate. The privilege of the floor may be extended at the discretion of the Chairman.

6.631 Proxies in the Faculty Senate. A proxy shall be a memorandum to the Secretary of the Senate signed by the absent member, and handed by the proxy-holder to the Secretary before he participates in the Senate meeting (Amended 5/4/65).

6.64 Open Meetings. All meetings of the Faculty Senate shall be open to members of the General Faculty.

6.7 Relation to the General Faculty.

6.71 Referendum Procedures. In accordance with the powers vested in the General Faculty (Article II, Section 2, of this Constitution), if a petition protesting any policy resolution formulated by the Faculty Senate is signed by ten percent of the membership of the General Faculty and is presented to the Speaker, he shall call a meeting of the General Faculty for the purpose of reconsidering the resolution.

6.8 Summer Faculty Senate Operation. The Faculty Senate shall act for the General Faculty only on emergency matters during the summer months. Actions of the Faculty Senate shall be reported at the first fall meeting of the General Faculty. In the event that a member of the Faculty Senate is absent during the summer, the Chairman or Vice-Chairman shall, in consultation with that member's department, appoint a proxy.

ARTICLE III
MEETINGS OF THE GENERAL FACULTY

Section 1. Meetings of the General Faculty. General Faculty meetings shall be held at least once each academic term at times called by the Speaker and the Rules and Nominations Committee of the General Faculty. Additional meetings may be called under any of the conditions set forth below.

a. at the request of the President of the College;
b. at the request of the Speaker of the Faculty;
c. at the request of ten percent of the members of the General Faculty.

1.1 Quorum. Thirty-five percent of the members of the General Faculty shall constitute a quorum.

1.2 Voting. Decisions of the General Faculty shall be made by a majority of those present and voting, except when a mail ballot is requested by forty percent of those present and voting or is requested by ten percent of the Faculty in a petition submitted to the Clerk within three working days after the publication of the minutes.

1.3 Presiding Officer. (See Article II, Section 4.2)

1.4 Attendance. Attendance at meetings is expected of all members of the General Faculty.

Section 2. Rules. Except as it conflicts with this Constitution and Bylaws, Roberts Rules of Order (Revised) shall govern procedure in all meetings of the General Faculty.

ARTICLE IV
COMMITTEES OF THE GENERAL FACULTY

Section 1. Establishment. The General Faculty in conformance with practices set forth in Roberts Rules of Order (Revised) shall establish such standing and ad hoc committees as it deems necessary.

Section 2. Representation. Each committee member, whether elected or appointed, shall represent the entire college rather than a department, disciplines, or office.

Section 3. General Functions of Committees of the Faculty. The general function of the committees shall be:

a. To recommend policies, principles, procedures, and criteria to the General Faculty or its delegate body, the Senate, in regard to:

(1) matters referred to the committee by the administrative personnel responsible in the functional area;
(2) matters referred to the committee by the General Faculty;
(3) matters identified by the committee itself.

b. To make specific recommendations to cover judgmental areas and specific cases or exceptions, which cannot be administered by policies, principles, procedures, and guide lines.

ARTICLE V
AMENDMENTS AND BYLAWS

Section 1. Amendments to the Constitution. An amendment to the Constitution shall be submitted to the General Faculty in resolution form. A majority of members present at any meeting of the General Faculty is required for preliminary approval. The proposed amendment shall be submitted to a mail ballot of the General Faculty during the second academic week following preliminary approval. A two-thirds majority of all votes cast shall be required for final approval.

Section 2. Amendments to the Bylaws. The authority to adopt bylaws in conformity with this constitution is vested in the General Faculty. Proposed bylaws and amendments or additions thereto shall be published in the call for any meeting at which such bylaws are to be considered, and may be adopted by a two-thirds majority vote of the members present.

BYLAWS

TO THE 1964 CONSTITUTION OF THE

GENERAL FACULTY OF CALIFORNIA STATE COLLEGE, STANISLAUS

Adopted September 24, 1964
Amended 3/22/71

Section 1. Meetings

1.1 Meetings of the General Faculty and Senate.

1.11 Notice. Notice of all regular meetings of the Senate and of the General Faculty shall be published at least two school days prior to the meeting. Members of the General Faculty shall be informed in writing in advance of all emergency meetings of the General Faculty and of the Senate.

1.12 Agenda.

1.121 General Faculty. The agenda of meetings of the General Faculty shall be prepared by the Rules and Nominations Committee, in consultation with the President. Agenda items shall include, but not be limited to: (1) matters referred by the President, by the Speaker of the General Faculty, the Rules and Nominations Committee, or the Senate; (2) matters proposed by petition of ten percent of the members of the General Faculty.

1.122 Senate. The agenda of meetings of the Senate shall be prepared by the Senate Agenda Committee. (Ref. Constitution, Article II, Section 6.52) Agenda items shall include communications from and matters referred by the President of the College. The Chairman, shall, however, offer an opportunity during each regular meeting for presentation of business not scheduled.

1.13 Minutes. The General Faculty and the Senate shall promptly publish a report of all meetings, with distribution to all faculty members.

Section 2. Standing Committees of the General Faculty.

2.1 Designation of Standing Committees. The Standing Committees of the General Faculty shall be:

a. Retention, Promotion and Tenure (Section 2.2)
b. Faculty Affairs (Section 2.3)
c. Rules and Nominations (Section 2.4)

2.11 Terms of Office. Committee terms shall be for two years. Half the posts shall be filled each year, as nearly as possible. The Rules and Nominations Committee shall provide a list of nominees at any time the Speaker calls an election to fill a vacancy in any office or elected committee.

2.2 Retention, Promotion and Tenure Committee. (Ref. Constitution, Article II, Section 2.2)

2.21 Composition. The Committee shall be composed of five members. The General Faculty shall elect one member from each school and one member at large. Members must have tenure in academic status. (Amended 2/71)

2.22 Duties. The Committee shall:

a. Submit to the General Faculty for recommendation to and approval of the President of the College, rules and amendments thereto which shall constitute criteria for retention, promotion and tenure.

b. Submit to the General Faculty for recommendation to and approval of the President of the College procedures pertaining to the transmittal of evaluations and recommendations on retention, promotion and tenure.

c. Publish at the beginning of each academic year an "Annual Calendar" which shall consist of dates for the transmittal of documents pertaining to evaluations of and recommendations on candidates for retention, promotion and tenure, in accordance with procedures provided in Section 2.22 b. of these Bylaws.

d. Review recommendations on all candidates for retention, promotion and tenure and submit its confidential recommendations to the President after consultation with the Academic Vice President of the College, in accordance with procedures adopted by the General Faculty and approved by the President of the College, as provided in Section 2.22 b. of these Bylaws.

2.3 Faculty Affairs Committee. (Ref. Constitution, Article II, Section 2.2 b.)

2.31 Composition. The Committee shall be composed of five members elected at large from the members of the General Faculty. Members must have tenure in academic status. (California Administrative Code Title V, Section 42701 requires tenured faculty in this committee.)

2.32 Duties. The Committee shall:

a. Submit a Code of Professional Ethics to the General Faculty for approval.

b. The Faculty Affairs Committee is to be concerned with effective faculty morale and professional ethics. They are to assist with the informal resolution of problems and concerns within the faculty, and between the fauclty and the administration. (Amended 2/71)

2.4 Rules and Nominations Committee. (Ref. Constitution, Article II, Section 2.2 c.)

2.41 Composition. The Committee shall be composed of six members, three of whom shall be elected at large from the members of the General Faculty. The other members shall be the Speaker of the Faculty, Vice-Chairman of the Senate, and the Clerk of the Faculty. The Speaker shall be Chairman. The Clerk shall be the Executive Secretary.

2.42 Duties. The Committee shall:

a. Advise the Speaker on matters of procedures, appointment of committees of the General Faculty, and on the preparation of agenda for the General Faculty meetings.

b. Nominate candidates for officers of the General Faculty and for elective committees in accordance with the procedures stated in Section 2.11 of these Bylaws.

c. Make an annual comprehensive review of the Constitution and Bylaws and submit recommendations to the Speaker of the General Faculty.

d. Interpret the Constitution and Bylaws and review all policies and procedures of the Faculty Committees to insure that they are consistent with the Constitution and applicable policies.

2.5 Ad Hoc Committees.

The Speaker, after consultation with the Rules and Nominations Committee, may appoint ad hoc committees to consider matters not within the province of any standing committee of the General Faculty or the Faculty Senate. Their reports shall be filed in writing with both the Speaker and the Clerk, and may be transmitted to the General Faculty or the Faculty Senate for action, as appropriate to the topic. (Ref. Constitution, Article II, Section 4.2)

Section 3.0 Standing Committees of the Faculty Senate.

Each committee shall be appointed yearly and organized as described in this subsection, with exceptions which apply to the Agenda Committee. (Amended 2/71)

3.01 Composition of Standing Committees. (Amended 2/71)

Each committee of the Senate shall be composed of the following members:

a. Five members of the General Faculty, appointed by the President with the advice and consent of the Speaker and a majority of the Rules and Nominations Committee. Each Committee shall include representation from each school.

b. One member of the Faculty Senate, elected by the Senate.

c. Student members, appointed by the President in consultation with the Student Body President.

1 student member - Educational Policies Committee
Instructional Services Committee

2 student members - Student Affairs Committee
Special Events Committee
Faculty Awards (ad hoc basis for teaching awards)

d. An executive secretary, appointed by the President.

3.02 Committee Procedures. The Chairman and Executive Secretary shall compose the agenda and jointly set the time for meetings. Agenda shall be furnished the members on the day preceding the meeting date. Meetings will be called by the Chairman or, in his absence, the Executive Secretary.

3.03 Meetings and Hearings. Meetings of the Senate Committee are open to all General Faculty Members. Certain meetings of committees or subcommittees may be designated as hearings at which any member of the Faculty may appear to furnish information regarding the subject under deliberation. Joint meetings of committees may be called at the discretion of the Chairman.

3.04 Minutes and Annual Reports. The minutes of each meeting shall be sent promptly to the Rules and Nominations Committee and to the President of the College. Each committee shall submit an annual report to the Faculty Senate and to the President of the College.

Section 3.1 Educational Policies Committee.

Duties. The Committee shall:

a. Formulate and recommend to the Faculty Senate appropriate policies for the guidance of the instructional program and curriculum development of the college.

b. Serve as an adviser to the Vice-President for Academic Affairs in the interpretation of the College's curricular and instructional policies.

Section 3.2 Student Affairs Committee.

Duties. The Committee shall:

Formulate and recommend to the Faculty Senate policies and programs in all areas of Student Affairs. Specific responsibilities including but not necessarily limited to:

a. Recommending policies and programs to the Faculty Senate in the areas of counseling, testing, financial aids, placement, health services, foreign students, student housing, student discipline, the College Union, alumni relations, International Programs and all phases of student co-curricular activities, including but not necessarily limited to student organizations, social events, publications and intercollegiate athletics.

b. Advising the Dean of Student Services on the implementation of policies relating to Student Affairs, and assist in interpreting these policies to the Faculty.

3.3 Special Events Committee.

Duties. The Committee shall:

a. Recommend policies and procedures to the Faculty Senate concerning the special events, activities and programs of the College and related matters.

b. Planning and coordinating of special events program and activities of the College including graduation.

3.4 Faculty Awards Committee.

Duties. The Committee shall:

a. Formulate and recommend general policies and procedures to the Faculty Senate concerning the selection of members of the Faculty for awards including sabbatical leaves, creative leaves, the Outstanding Professor Award and the Distinguished Teaching Award.

b. Make specific recommendations to the President of the College regarding the selection of faculty members for awards including sabbatical leaves, creative leaves, Distinguished Teaching Award and Outstanding Professor Award.

3.5 Instructional Services Committee.

Duties. The Committee shall:

a. Recommend to the Faculty Senate policies concerning operation and maintenance of instructional services including, but not limited to the library, computer center and audio-visual services.

b. Advise the Academic Vice-President on the implementation of instructional resources policies including library policies, computer center policies and audio-visual policies.

3.6 Agenda Committee.

Duties. Preparation of the Agenda for all meetings of the Senate. (Ref. Constitution, Article II, Section 6.52)

Section 4. Special Advisory Committees to the President.

Special Ad Hoc Advisory Committees may be appointed by the President of the College from within the membership of the General Faculty to aid him in the execution of his functions as Chief Administrator of the College (Ref. Constitution, Article II, Section 4.2 a)

Section 5. Campus Planning Committee.

Representatives of the General Faculty appointed to the Campus Planning Committee provide advice on facility planning. The Faculty Representatives on the Committee shall make regular reports of actions and submit an annual report to the General Faculty concerning matters such as capital outlay programs.

Section 6. Resolutions.

6.1 Classifications. The following types of actions shall be distinguished and each numbered with appropriate distribution.

6.11 Policy Resolutions. (PR) These shall be recommendations to the President and shall be the rule of the College upon his approval. They will normally be adopted by the Faculty Senate with the General Faculty retaining the right of review. (Ref. Constitution, Article III) These shall be distributed to the General Faculty by the President and made part of the Staff Manual.

6.12 Resolutions on Candidates for Degrees and Credentials. The General Faculty shall delegate to the Faculty Senate the prerogative to approve candidates for degrees and credentials. A list of candidates shall be furnished faculty members at least one week prior to approval actions.

6.13 Procedures for Preparation and Presentation.

6.131 "Whereas Clauses". Introductory "whereas" clauses should be supplied when the supporting facts and reasoning behind the resolution may not be generally understood. "Whereas" clauses not approved by a majority of those voting should be removed by amendment. The first distribution of policy resolutions to the Faculty shall contain the "whereas" clauses; on reproduction in the Staff Manual and elsewhere, they shall be omitted unless otherwise directed by the President or Speaker.

6.132 Authentication and Approval. Resolutions adopted by the Faculty Senate shall be authenticated by the signature of the Secretary of the Senate and transmitted to the President for his approval. They shall become effective when signed by him.

6.133 Suspension and Policy Resolution. If a petition protesting policy resolution is presented to the Speaker of the Faculty under Article II, Section 6.71 of the Constitution, he shall immediately determine whether it has sufficient number of authorized signatures, and, if so, shall notify the President at once. The resolution shall be considered suspended as of the time the notice reached the President's office. Actions taken in line with that policy between that time and formal approval by the General Faculty shall be considered administrative rather than faculty policy.

APPENDIX D

Retention, Promotion and Tenure Criteria

REVIEW PROCEDURES AND CRITERIA FOR RETENTION, PROMOTION AND TENURE

Approved September 21, 1973

I. REVIEW CRITERIA

The following five criteria apply to the faculty as a whole, and all criteria must be considered in the review process. Academic departments may submit elaborations of these criteria, which are to be considered by succeeding levels of review. Such elaborations on these criteria must be submitted to the College Retention, Promotion and Tenure Committee for approval prior to the initiation of the Fall review process, and be included in the file of each candidate from that Department.

A. Teaching proficiency, including preparation, classroom presentation, effective student advising, adherence to departmental guidelines, and collegewide academic standards.

B. Scholarship or other equivalent creative activities.

C. Extent and appropriateness of professional preparation, normally including the doctorate or equivalent attainment (California Administrative Code, Title 5, Section 42711).

D. Effective participation in affairs important to the College.

E. Constructive relations with colleagues.

No criteria, other than those in the section above, may be used in retention or promotion considerations.

II. ELIGIBILITY REQUIREMENTS

A. Advancement in Rank - A faculty member shall normally not be considered for advancement to the rank of Associate Professor until he is in his third year of full-time college teaching. A minimum of five years of full-time college teaching will normally be required for consideration for advancement to the rank of Professor.

All full-time faculty members must be considered for promotion after serving five years in rank, except for instructors, who must be considered for promotion after serving two years in rank.

B. Mid-Year Appointment - A faculty member appointed after the conclusion of the fall semester will be considered in the review process as though he had been appointed for the following academic year.

C. Academic-Administrative Personnel - Full-time administrators, Librarians, and Student Affairs Officers who are members of the General Faculty will be reviewed for retention, promotion and/or tenure in academic rank in accordance with these procedures.

D. Lists of Eligible Candidates - The Chairman of the College Retention, Promotion and Tenure Committee shall secure from the Vice President for Academic Affairs a list of faculty members for whom review is mandatory. Also, he shall consult with the Personnel Officer regarding current personnel procedures for the California State University and Colleges.

III. DEPARTMENTAL COMMITTEE STRUCTURE

Each Committee shall be comprised of three tenured members of the departmental faculty chosen according to the following rules:

A. Department Chairmen and members of the College-wide Retention, Promotion and Tenure Committee are ineligible to serve.

B. If there are three or fewer eligible tenured faculty members in the Department, then these faculty members will be on the Departmental Committee without an election; and any vacancies will be filled by election of other faculty, normally from within the School.

C. If there are more than three eligible tenured faculty members in the Department, the Committee will be elected from these faculty by the Department members.

D. It shall be the responsibility of the Department Chairman to verify that the Departmental Committee has been selected according to these rules and to inform the College Retention, Promotion and Tenure Committee of the Departmental Committee's membership.

E. No member of the Departmental Committee who is being reviewed shall take part as a committee member in the review of a candidate who is being considered for an advancement to the same position. If the operation of this rule reduces the Committee to less than two members, then the Committee shall be restored to two members for this consideration only, using procedures consonant with "A" through "C" above. The Department Chairman shall inform the College Retention, Promotion and Tenure Committee of temporary substitutions resulting from the application of this paragraph.

F. The presiding officer shall be elected by the committee.

IV. COLLEGE-WIDE RETENTION, PROMOTION AND TENURE COMMITTEE

A. College-wide Retention, Promotion and Tenure Committee members who are being considered for an advancement may not participate in deliberations or recommendations on persons who are candidates for an identical advancement.

B. Department Chairmen are inelgible to serve on the College-wide Retention, Promotion and Tenure Committee.

This section does not apply to persons elected prior to the approval of these procedures.

V. REVIEW PRINCIPLES AND PROCEDURES

A. Initiation of Procedures - All mandatory reviews shall be initiated by the Department Chairman. Reviews may be initiated by the individual candidate or by any level of review. For each review, the Chairman shall ask the candidate to provide a current vita for his Review File in which the candidate's recent activities shall be emphasized.

B. Review Steps - All candidates for Retention, Promotion or Tenure will be reviewed according to the following steps: Department Chairman; Departmental Committee; Dean of the School, College-wide Retention, Promotion and Tenure Committee; Vice President for Academic Affairs; President.

C. Membership - No faculty member may serve at more than one level of review in the entire review process.

D. Sources of Information for review purposes shall be colleagues, students, and any other appropriate source (Title 5, Section 42701). At the departmental level all full-time members of the Department shall be consulted, such consultation not to be considered a vote of the Department. An individual seeking promotion, however, shall not be consulted regarding a candidate seeking an identical promotion. Department members who hold administrative appointments need not be consulted.

E. Confidentiality - All judgments, recommendations, and decisions remain in the Review File and shall be confidential within the Review Process. The Review File shall be retained by the President after the candidate has been notified of the final decision, and shall be available to the candidate for reading.

F. Written Judgments - A written statement of the Department Chairmen's professional judgment of the candidate shall be made and it shall remain in the individual's Review File. All subsequent recommendations except those which simply concur must include a professional, written judgment.

G. The Department Chairman shall discuss his recommendation with the candidate, who will sign a statement indicating that he has seen the recommendation and has discussed the recommendation with the Department Chairman.

H. The candidate for any mandatory review shall be informed of any negative recommendation (or negative minority report), and he shall be given two working days to support his case before that recommendation (or minority report) is sent on to the next level. When considering a candidate for retention or tenure who has received a negative recommendation from any previous level of review, each subsequent level of review (excluding the Presidential decision) must offer the candidate the opportunity for an interview prior to making its recommendations. He shall also be informed of an impending negative final decision, and he shall be given two working days to support his case before the final decision is officially communicated to him.

I. Vice Presidential Consultation of Committees - When the Vice President's recommendation is negative or if the Vice President's recommendation is different from the College-wide Retention, Promotion and Tenure Committee's recommendation, the College-wide Retention, Promotion and Tenure Committee shall be consulted in a meeting before the Vice President's recommendation is forwarded.

J. Other Consultations - Nothing in these procedures shall be construed to exclude higher levels of review from consulting the Departmental Retention, Promotion and Tenure Committee or the College-wide Retention, Promotion and Tenure Committee.

VI. ANNUAL CALENDAR

At the beginning of each academic year, the College-wide Retention, Promotion and Tenure Committee shall prepare and distribute to the faculty an Annual Review Calendar, and distribute to each individual up for mandatory review and to the individual's Department Chairman the instructions necessary for conducting the review (Title 5, Section 43561). Deviations from the calendar may be authorized by the College Retention, Promotion and Tenure Committee.

APPENDIX E

California State University and Colleges Grievance and Disciplinary Action Procedures for Academic Personnel

American Arbitration Association
Arbitration rules are available in the Office of the President

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

Grievance Procedures for Academic Personnel of The California State University and Colleges
Executive Order No. 201

This Executive Order is issued under the authority, separately and in combination as applicable, of Education Code Sections 22600, 22604, 22607, 23604, 23605 and 24201, Sections 42701 and 43750 of Title 5 of the California Administrative Code, and Standing Orders, Rules of Procedure and resolutions of the Board of Trustees.

1. Except as provided in this Executive Order, the Grievance Procedures for Academic Personnel of The California State University and Colleges are established, effective this date, for The California State University and Colleges, and shall govern grievance proceedings with respect to academic employees according to its terms. A copy of these Procedures is attached to, and made a part of, this Executive Order.

2. As provided in these Procedures, they supersede other procedures previously in force in The California State University and Colleges.

3. These Procedures shall be made available to all academic personnel covered by its terms.

4. If, in the judgment of the President of a new or small campus of The California State University and Colleges, there are particular provisions in these Procedures which appear impractical to institute during an identified period of time, he or she may request the Chancellor to waive such requirements in the case of the particular campus. The Chancellor shall review such requests and take action as appropriate.

Dated: June 10, 1974

/s/ Glenn S. Dumke
Glenn S. Dumke, Chancellor

Executive Order No. 201
Attachment

Grievance Procedures for Academic Personnel of The California State University and Colleges

Sections

1 Purpose and Scope
2 Authority of President
3 Definitions and Grounds
4 Informal Solution
5 Initiation
6 Period of Limitation
7 Grievance Panel
8 Selection of Grievance Committee
9 Initial Decision
10 Hearing Officer Procedural Rules
11 Findings of the Hearing Officer
12 Grievance Committee Procedural Rules
13 Grievance Committee Recommendations
14 Presidential Action
15 Record
16 Review
17 Construction of These Procedures

1.0 Purpose and Scope

1.1 All grievance procedures previously adopted for faculty members and academic employees are hereby revoked except as provided in Section 1.3.

1.2 The Grievance Procedures herein provided are established under the authority, separately and in combination, as applicable, of Education Code Sections 22600, 22604, 22607, 23604, 23605 and 24201, Sections 42701 and 43750 of Title 5, California Administrative Code, and the Standing Orders, Rules of Procedure and resolutions of the Board of Trustees, and are intended to be applicable to all campuses of The California State University and Colleges.

1.3 Grievance proceedings under the Interim Procedures for Handling Grievances and Personnel Complaints of Academic and Administrative Personnel (issued in 1961) or under Executive Orders 56, 80, 112, 150 or 173 which were commenced but not concluded by the effective date of this Executive Order, may continue under the procedures of the respective Interim Procedures or Executive Order, except that there shall be no review by the Chancellor and no Chancellor's Review Committee. Instead, Sections 15.0 through 17.0 of these Procedures shall apply. For those who have filed grievances prior to the effective date of this Executive Order, if their grievances have not yet been heard, they may elect to have them heard pursuant to either the Executive Order specifying grievance procedures for academic personnel in effect on the date of filing their grievances or this Executive Order. An election once made may not thereafter be changed.

1.4 It shall not be the function of any Hearing Officer or Grievance Committee to act as an appellate personnel committee. If a finding is made that a prior committee or administrator substantially departed from required procedures, and such departure was substantially prejudicial to the grievant, or that substantial evidence favorable to the grievant was ignored, or that under the circumstances, it was arbitrary to take the action of which the grievant complains, the Committee shall recommend to the President either:

1.4.1 that the appropriate faculty committee or administrator reconsider the matter and make a recommendation to the President in accordance with established procedure; or

1.4.2 that such action as the Committee specifies be taken by the President.

1.5 These Procedures may be utilized by all full-time academic employees, both tenured and probationary of The California State University and Colleges, including those on leave of absence with or without pay.

1.6 The purpose of these Procedures is to provide an equitable means of correcting actions taken by The California State Univeristy and Colleges which directly aggrieve academic employees. It is intended that a grievance proceeding be initiated only in the gravest situations involving serious injustice to an academic employee.

When a grievance hearing is initiated, it thus may be assumed that a major problem is manifest. For this reason, the Grievance Procedures are deliberately precise. Attempts to resolve the areas of discontent by informal discussion shall precede, continue through, and preferably be a reason for terminating a grievance proceeding.

2.0 Authority of the President

2.1 All determinations and findings under these Procedures made at the campus level by anyone other than the President are in the nature of recommendations to the President, who shall have final authority at the campus level.

2.2 The functions of the President as described in these Procedures, may be delegated by him to designees who are employees of the campus, and who shall exercise those functions in his name. However, the President shall be responsible for any action taken under his authority. All references in these Procedures to the "President" mean the President of the campus at which the grievant is employed and include such designees.

3.0 Definition and Grounds for Grievance

3.1 As used in these Procedures, a "grievance proceeding" is a proceeding initiated by an academic employee who claims that he was directly wronged in connection with the rights accruing to his job classification, benefits, working conditions, appointment, reappointment, tenure, promotion, reassignment, or the like. Such an action seeks correction of that asserted wrong. Such an asserted wrong may grow out of an arbitrary action, out of a substantial departure from required procedures when such departure was substantially prejudicial to the grievant, or because substantial evidence favorable to the grievant was ignored. It does not arise from an unarbitrary exercise of discretion made pursuant to applicable procedures, nor does it arise from a minor defect in procedure, that is, one which probably did not affect an ultimate substantive decision. A grievance complains of a campus decision or action; it does not lie against any individual. A grievance proceeding is to be distinguished from a disciplinary action proceeding which does not give rise to correction of the effects of the wrongdoing, but instead looks to a dismissal, demotion, or suspension, or the imposition of some lesser sanction upon the wrongdoer.

3.2 A grievance proceeding may not be initiated for an asserted wrong arising out of either a disciplinary action proceeding or a grievance proceeding where the academic employee seeking to initiate the grievance was either the person charged or the grievant in the prior proceeding.

3.3 Only final decisions are subject to review by a grievance proceeding; grievance proceedings may not be brought to review recommendations of faculty committees or of administrators. A final decision may be the subject of only one grievance proceeding by any grievant. The President or his designee shall determine whether a particular decision complained of is a final decision, and whether it was the subject of a previous grievance proceeding commenced by the same grievant. A grievance proceeding may not be brought to review such determinations of the President or his designee.

3.4 As used in these Procedures, "college working day" shall mean any day during the college year, other than a Saturday, Sunday, or campus academic holiday as that term is used in 5 California Administrative Code Section 42800.

3.5 As used in these Procedures, "campus" shall mean any of the institutions included within The California State University and Colleges as specified in Section 23601 of the Education Code.

4.0 Informal Solution

4.1 The grievant is urged to make a reasonable attempt to resolve the problem amicably on an informal basis.

4.2 Any statement made in the course of such informal discussions shall not be admissible in the subsequent grievance proceeding, should it be initiated.

5.0 Initiation

5.1 A grievance proceeding shall be initiated by written Notice of Grievance sent by the grievant or grievants to the President. Such notice shall:

5.1.1 Contain a concise statement of the facts giving rise to the grievance.

5.1.2 State the relief sought.

5.1.3 If the grievant wishes that his hearing not be conducted by a Hearing Officer, and if he does not wish to have a person represent him at the grievance hearing, he may waive a hearing by a Hearing Officer and representation, by including in the Notice of Grievance a request that his hearing be conducted by a grievance committee.

5.1.4 If the grievant wishes to have a person represent him at the grievance hearing, the Notice of Grievance shall include a statement to that effect, stating the name, address and telephone number of that person.

5.2 On the same date the Notice of Grievance is sent to the President, a copy of the notice shall be sent to:

5.2.1 The appropriate Department Chairman,

5.2.2 The appropriate Dean,

5.2.3 The Academic Vice President or equivalent officer,

and the President shall be so notified.

5.3 A more detailed written statement of the case may be sent by the grievant or grievants to the President with copies to the persons designated in Section 5.2 of these Procedures within 10 college working days of the date on which the Notice of Grievance was sent.

6.0 Period of Limitation

6.1 If the grievance results from a single event, a grievance proceeding shall not be initiated more than 20 college working days after the grievant has learned of the event, provided that a grievance proceeding may not be instituted more than one calendar year after the occurrence of such event, regardless of the date of discovery. A grievance may result from a series of events over a period of time. In such case, these Procedures may not be used later than 20 college working days after the grievant has learned of the most recent of these events. Provided that a grievance proceeding may not be instituted more than one calendar year after the occurrence of the most recent of such events, regardless of the date of discovery.

6.2 For those who deferred filing a grievance during the operative period of Executive Order No. 173, the 20-day time limit specified in Section 6.1 shall not include the period from and including March 5 to and through the effective date of this Executive Order.

7.0 Grievance Panel

7.1 Each campus shall have a Grievance Panel.

7.2 The Grievance Panel shall consist of all tenured academic employees of the campus holding the rank of professor or associate professor, holding full-time appointments, and assigned at least two-thirds time to teaching or research, or both.

8.0 Selection of Grievance Committee

8.1 Within three college working days following the day of receipt of the Notice of Grievance, the President shall cause a Grievance Committee of three members to be selected by lot from among the members of the Grievance Panel. The grievant, members of his department or equivalent administrative unit, and persons directly involved in the action or decision which is the subject of the grievance as well as persons who made recommendations as to such actions or decisions shall be excluded from membership in the Panel during this selection.

The grievant and the persons receiving notice pursuant to Section 5.2 of these Procedures shall be notified in advance of the date, time and place of selection and may be present at the time of selection if they wish to excuse or challenge any persons selected.

8.2 Service as a member of the Grievance Panel, as a member of the Grievance Committee, and as a member of the ad hoc panel described in Section 8.4 of these Procedures, unless excused by the President for good cause, is part of the normal and reasonable duties of each employee designated in Section 7.2 of these Procedures during the periods of the year when he is required to furnish services to the college.

8.3 The grievant and those persons listed in Section 5.2 of these Procedures may excuse up to two persons from those selected for the Committee without cause. Each may challenge any person selected for membership on the Committee because he is related to the grievant or to any person directly involved in the action or decision which is the subject of the grievance or to any person who made recommendations as to such actions or decisions, or because of past association with such persons which would prejudice his judgment to the degree that it appears that a fair hearing could not be had. The President shall determine whether the facts present grounds for disqualification and his decision shall be final.

8.4 If the list of Panelists becomes exhausted before all three members of the Committee can be appointed, the President of the closest neighboring campus of The California State University and Colleges to the campus attempting to select a Committee shall, upon request by the President of the campus where the grievance has been filed, select by lot from the Grievance Panel at that neighboring campus an ad hoc panel of 20 persons. Utilizing this panel, the procedures provided in Sections 8.1-8.3 of these Procedures will be implemented by the President of the campus where the grievance has been initiated. Should this ad hoc panel become exhausted, it shall be replenished by the means by which it was established.

9.0 Initial Determination

9.1 The Grievance Committee shall determine on the basis of the Notice of Grievance and any written statement of the case submitted pursuant to Section 5.3 of these Procedures whether there are sufficient facts asserted to make it appear that grounds for a grievance proceeding exist, and that a hearing should be held. An affirmative determination shall be made only if all criteria and procedural requirements stated in Sections 1, 3, 5 and 6 of these Procedures have been fully met.

9.2 The initial determination shall be made by majority vote of the Grievance Committee and written notice thereof sent pursuant to Section 9.4.3 of these Procedures within five college working days of the appointment of the third member of the Grievance Committee. Should that fifth day end without such determination and written notice having been made, the President shall make the initial determination and send notice thereof pursuant to Section 9.4.3 of these Procedures within the next two college working days. Should the President not make and announce such decision within the alloted time, the matter shall proceed to hearing as though an affirmative determination had been made and announced on the seventh college working day after appointment of the third member of the Grievance Committee.

9.3 If the initial determination is negative, the Notice of Initial Determination shall state the reasons for that negative decision, and there shall be no further proceedings under these Procedures.

9.4 Where the initial decision is affirmative, two kinds of hearings are available:

9.4.1 If the grievant waives representation by another person and having his case heard by a Hearing Officer, the hearing shall be conducted by a Grievance Committee. The date selected for the hearing shall be within fifteen college working days of the date of the Notice of Initial Determination (Section 9.4.3 below). Once set, it may only be extended by the Chairman of the Greivance Committee (see Section 12.3 of these Procedures) for reasons which, in his opinion, are compelling. In setting the date, and granting extensions, the time restriction in Section 13.3 of these Procedures should be kept in mind.

9.4.2 If the grievant does not waive representation by another person and having his case heard by a Hearing Officer, the campus administration shall arrange for a Hearing Officer to conduct the grievance hearing. This arrangement shall be made with the nearest office of the Office of Administrative Hearings or with a Hearing Officer appointed for the purpose. If the grievant's representative is to be a person admitted to the practice of law before any state or federal court, the campus administration shall notify the Office of General Counsel. The hearing date, once set, may only be extended by the Hearing Officer assigned to the case for reasons which, in his opinion, are compelling.

9.4.3 The grievant, the President, and those persons listed in Section 5.2 of these Procedures shall be sent an appropriate Notice of Initial Determination, and shall be advised of the date, time and place of the hearing.

10.0 Procedural Rules for Hearings (Hearing Officers)

10.1 The rules in this Section 10.0 shall apply to hearings conducted by a Hearing Officer.

10.2 No later than the time when arrangements are made for a Hearing Officer to hear the case, if the grievant's representative is to be a person admitted to the practice of law before any state or federal court, the campus administration shall notify the Office of General Counsel that such arrangements are being made. That Office will provide an attorney to represent the campus at the hearing.

10.3 Once a Hearing Officer has commenced to hear the case, the grievant may not thereafter elect to have the case heard by a Grievance Committee.

10.4 A grievant may challenge the Hearing Officer for cause by submitting a written statement to the Chancellor, with a copy to the President setting forth facts which establish that:

10.4.1 The Hearing Officer was a participant in the events out of which the action arose, other than events connected with the conduct of a hearing.

10.4.2 The Hearing Officer is related to or has had past association with any person affected by the events giving rise to the action, which past association is of a kind which would prejudice his judgment to the degree that it appears that a fair hearing could not be had. "Past association" does not include an association acquired in connection with a previous hearing.

The President shall determine whether the facts present grounds for disqualification and his decision shall be final. The Hearing Officer may disqualify himself on his own motion. No preemptory challenges may be made.

10.5 The Hearing Officer may obtain advice, as needed, from the Office of the Chancellor.

10.6 The campus shall arrange for making an audio tape of any and all proceedings conducted by the Hearing Officer. No recording by the grievant or by other persons at the hearing will be permitted, but the grievant, at his own expense, may furnish a certified court reporter provided that a copy of the transcript made is promptly furnished to the President at no cost to the campus, and that use of such transcript shall be limited to this or subsequent administrative and judicial proceedings held in connection with the matter.

10.7 At the hearing, the grievant shall present his evidence, following which other evidence shall be received. The grievant shall have the burden of persuading by a preponderance of the evidence.

10.8 Consolidated Hearings

10.8.1 Where more than one grievant complaining of a wrong arising out of the same set of facts has a hearing pending, the hearings may be consolidated with the approval of all such grievants and of the Hearing Officer first designated to hold such hearings. The consolidated hearing shall be conducted by that Hearing Officer.

10.8.2 If a grievance to be conducted by a Hearing Officer is consolidated with a hearing to be conducted by a Grievance Committee pursuant to Section 12.11, the consolidated hearing shall be conducted by a Hearing Officer.

10.8.3 The separation of one or more cases from a group of cases previously set for a consolidated hearing shall not be considered to affect the remaining cases in the group.

10.8.4 If there is a consolidation of cases wherein one of the grievants is represented by an attorney admitted to practice law before any state or federal court, an attorney from the Office of General Counsel will represent the campus at the consolidated hearing.

10.9 The Hearing Officer:

10.9.1 Shall make all rulings on matters relating to the conduct of the hearing, including matters regarding admission of evidence.

10.9.2 Shall request attendance of witnesses as requested by or on behalf of the grievant and on behalf of those persons listed in Section 5.2 of these Procedures.

10.9.3 Shall maintain an orderly hearing and permit no person to be subjected to abusive treatment. He may eject or exclude anyone who refuses to be orderly. Should he exclude the grievant, he shall make such provisions as is practical in his behalf.

10.9.4 May recognize the representative of the grievant and the representative of the campus for the purpose of questioning witnesses or presenting argument, evidence or requests to the Hearing Officer. The Hearing Officer may also question witnesses.

10.9.5 Shall instruct each witness and other participants and observers on the policy of confidentiality contained in Section 10.11 of these Procedures.

10.9.6 Shall make such further rules for the conduct of the hearing as he deems appropriate, not inconsistent with these procedures.

10.10 Persons Who May Attend Hearings; Confidentiality

10.10.1 Hearings shall be closed to everyone other than the person conducting the hearing, the grievant, his representative, if any, those persons listed in Section 5.2 of these Procedures, the representative of the campus, the person designated by the campus to record the hearing pursuant to Section 10.6 of these Procedures, witnesses while they are presenting evidence, and the representatives of not more than two faculty organizations as provided in this Section.

10.10.1.1 The grievant and the President may each authorize one person who is a representative of a professional faculty organization or of the Academic Senate or Council of the College to attend the hearing as an observer.

10.11 It is the policy of The California State University and Colleges that evidence, proceedings, findings and recommendations (but not the final decision of the President) are confidential and shall not be made public by the campus or by any participant in a hearing, including the faculty organization or Senate or Council observers, except as any of the foregoing may be filed in court or introduced as evidence in an administrative or court proceeding brought to review an action taken pursuant to these Procedures. In the event these matters should become public, however, the President may authorize such public statements as are appropriate. This policy of confidentiality shall not preclude the campus from taking any action following appropriate procedures against any person or entity on the basis of evidence developed at the hearing.

10.12 Evidence

10.12.1 Formal rules of evidence shall not apply.

10.12.1.1 Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that there are statutory bases for their application and irrelevant and unduly repetitious evidence shall be excluded.

10.12.2 No evidence other than that received at the hearing shall be considered by the Hearing Officer.

10.13 Arguments by the grievant concerning the legal (as distinguished from factual) applicability, or legal validity of any statute, regulation, resolution of the Board of Trustees, Standing Order, or Chancellor's Executive Order, shall not be addressed to the Hearing Officer, but to the President, as soon as the hearing has concluded. The President shall seek advice on the matter from the Office of General Counsel. The advice received from that office shall be considered by the President before a final campus decision is rendered.

10.14 Unless a longer period of time is agreed to by the grievant, the President must normally receive the Hearing Officer's report within 30 college working days from the commencement of the hearing by the Hearing Officer.

10.14.1 Other than as required for the convenience of the Hearing Officer, extensions of time for hearings shall be authorized only for good and compelling reasons.

11.0 Findings and Conclusions of the Hearing Officer

11.1 Following presentation of evidence, the Hearing Officer shall privately consider the evidence and shall prepare written findings of fact and conclusions. He may review the audio tape as needed.

11.1.1 In deciding upon his findings and conclusions, the Hearing Officer must find against the grievant unless the grievant has persuaded him by a preponderance of the evidence that:

11.1.1.1 A prior committee or administrator substantially departed from required procedures, and that such departure was substantially prejudicial to the grievant, or

11.1.1.2 Substantial evidence favorable to the grievant was ignored in arriving at a decision affecting him, or

11.1.1.3 Under the circumstances, no reasonable, unbiased person faced with the same facts could have taken the action of which the grievant complains,

or any combination of these.

11.2 Within three college working days of the conclusion of the hearing or as soon thereafter as possible, the Hearing Officer shall submit his findings and conclusions to the President who shall make a copy available to the Grievance Committee.

12.0 Grievance Committee Procedural and Hearing Rules

12.1 A grievant who elects not to be represented at a hearing by any person, may also elect not to have his grievance heard by a Hearing Officer, but to be heard instead by a Grievance Committee as provided in this Section (12.0).

12.2 Decision of the Grievance Committee, except rulings made by its chairman (see Sections 12.4 and 12.5 of these Procedures), shall be by majority vote of the three members.

12.3 Upon first convening, the Grievance Committee shall elect a Chairman and acquaint itself with these Procedures.

12.4 Unless overruled by a majority of the Grievance Committee, rulings of the Chairman shall be final on all questions except those pertaining to the initial determination and the substance of the findings and recommendations of the Committee which are sent to the President. All other provisions of these Procedures pertaining to the authority of the Chairman shall be subject to this section.

12.5 The Chairman may establish such other rules, within the general guidelines of these Procedures, as he deems necessary.

12.6 The Grievance Committee, through its Chairman, may obtain advice, as needed, from the Office of the Chancellor.

12.7 Two members of the Grievance Committee, one of whom must be the Chairman, shall constitute a quorum for transaction of the business of the Committee. No member who is absent during any part of the hearing may participate in the preparation of findings and recommendations of the Committee without first listening to the tape recording of the portion of the hearing conducted in his absence.

12.8 The Chairman of the Grievance Committee shall arrange for tape recording, but not a transcription, of the hearing. No other recording of the hearing shall be permitted.

12.9 Once a grievance has been set for hearing, the grievant may withdraw all or any part of his grievance only with the consent of the Grievance Committee. Once the hearing has been completed, the grievant cannot withdraw his grievance.

12.10 At the hearing, the grievant shall present his evidence, following which other evidence shall be received. The grievant shall have the burden of persuading by a preponderance of the evidence.

12.11 Where more than one grievant complaining of a wrong arising out of the same set of facts has a hearing pending, the hearings may be consolidated with the approval of all such grievants and of the Grievance Committee first appointed to hold such hearings. The consolidated hearing shall be conducted by that Grievance Committee. This Section 12.11 is subject to Section 10.8 of these Procedures.

12.12 The grievant and those persons listed in Section 5.2 of these Procedures shall be permitted to be present at all proceedings of the hearing whenever any evidence is being presented, and, subject to recognition by the Chairman of the Grievance Committee, shall be permitted to:

12.12.1 Examine all evidence presented to the Grievance Committee.

12.12.2 Present evidence available to them and to question witnesses. Written statements may be accepted in evidence by the Grievance Committee but only from persons unable, in the opinion of the Grievance Committee, to attend the hearing. Such inability shall be found only in cases of serious illness or death of the witness or a member of his family, physical absence from the area due to preexisting plans which cannot conveniently be changed, and the like.

12.12.3 Present an oral an written argument, or both, prior to the conclusion of the hearing.

12.13 The Chairman of the Grievance Committee shall:

12.13.1 Call witnesses before the Committee as requested by the grievant and those persons listed in Section 5.2 of these Procedures and by members of the Grievance Committee.

12.13.2 Maintain an orderly hearing and permit no person to be subjected to abusive treatment He may eject or exclude anyone who refuses to be orderly.

12.13.3 Instruct each witness and other participants and observers on the policy of confidentiality contained in Section 12.16.1.2 of these Procedures.

12.14 No person shall be represented by another person.

12.15 At the hearing, the members of the Grievance Committee may ask questions of any witness or other person present at the hearing.

12.16 Persons Who May Attend Hearings; Confidentiality

12.16.1 Hearings shall be closed to everyone other than members of the Grievance Committee, the grievant, the President, those persons listed in Section 5.2 of these Procedures, the tape recorder operator, if any, witnesses while they are presenting evidence, and the representatives of not more than two faculty organizations as provided in this Section.

12.16.1.1 The grievant and the President may each authorize one person who is a representative of a professional faculty organization or the Academic Senate or Council of the campus to attend the hearing as an observer. Such representatives shall not be attorneys admitted to practice law before any state or federal court.

12.16.1.2 It is the policy of the California State University and Colleges that evidence, proceedings, findings and recommendations (but not the final decision of the President) are confidential and shall not be made public by the campus or by any participant in a hearing, including the faculty organization or Senate or Council observers, except as any of the foregoing may be filed in court or introduced in evidence in an administrative or court proceeding brought to review an action taken pursuant to these Procedures. In the event these matters should become public, however, the President may authorize such public statements as are appropriate. This policy of confidentiality shall not preclude the campus from taking any action following appropriate procedures against any person or entity on the basis of evidence developed at the hearing.

12.17 Pursuant to Section 1.4 of these Procedures, if a Grievance Committee finds that a piror committee or administrator substantially departed from required procedures, and such departure was substantially prejudicial to the grievant, or that substantial evidence favorable to the grievant was ignored, or that, under the circumstances, it was arbitrary to take the action of which the grievant complains, the Committee shall report its findings to the President with a recommendation either:

12.17.1 that the appropriate faculty committee or administrator reconsider the matter and make a recommendation to the President in accordance with established procedure; or

12.17.2 that such action as the Committee specifies be taken by the President.

12.18 The hearing shall not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely. Evidence which is merely repetitious or cumulative shall be excluded.

12.19 Arguments by the grievant concerning the legal (as distinguished from factual) applicability, or legal validity of any statute, regulation, resolution of the Board of Trustees, Standing Order, or Chancellor's Executive Order, shall not be addressed to the Grievance Committee, but to the President, as soon as the hearing has concluded. The President shall seek advice on the matter from the Office of General Counsel. The advice received from that Office shall be considered by the President before a final campus decision is rendered.

13.0 Grievance Committee Recommendations

13.1 Following conclusion of its hearing, or receipt of the findings of the Hearing Officer, whichever is the case, the Grievance Committee shall meet in executive session, with all other persons excluded. In this session, the Committee shall prepare its findings of fact if it conducted the hearing, and its recommendations to the President for settlement or solution of the grievance. If the hearing was conducted by a Hearing Officer, the Committee shall be bound by his findings and conclusions.

13.2 The Grievance Committee shall make its written report to the President of the campus, with a copy to the grievant. The tape recording of the hearing and the Committee's file on the matter shall be forwarded to the President at this time.

13.3 The President must receive the Grievance Committee report within 30 college working days from the date of the Notice of Initial Determination in those cases where the matter is heard by the Grievance Committee, or within three college working days of the time the Grievance Committee Chairman receives the report of the Hearing Officer in those cases utilizing one. In any case in which such report is not recieved by the end of the 30th day, or the 3rd day, whichever is applicable, the Grievance Committee shall be foreclosed of jurisdiction in the case. In such case, the Chairman shall immediately furnish to the President the Notice of Grievance, any statement prepared pursuant to Section 5.3, and the Hearing Officer's report, evidence file and hearing tape, if any. The President then shall make such decision in the case as he deems wise, and no further action may be taken in the matter pursuant to these procedures.

13.4 In its deliberations, no evidence other than that received at the hearing shall be considered by the Grievance Committee.

14.0 Presidential Action

14.1 Upon receipt of the report of the Grievance Committee, the President of the campus shall review the findings in the case and the recommendations of the Grievance Committee. He shall decide upon the action to be taken in the matter. The decision of the President shall concur with the recommendations of the Grievance Committee except when those recommendations are not supported by the findings and conclusions of a Hearing Officer in the case, or except in rare instances when in the opinion of the President, compelling reasons exist for a different result.

14.2 In the event that the President's decision is not in accord with the Grievance Committee's recommendations, the President and the Grievance Committee shall make an effort to resolve their differences regarding disposition of the case. If no such resolution occurs, the compelling reasons for the President's decision shall be detailed in his written Notice of Decision.

14.3 Within five college working days of the time he receives the recommendation of the Grievance Committee, or as soon thereafter as possible, the President shall send his Notice of Decision to the grievant and to the Grievance Committee unless he returns the matter to the Hearing Officer or Grievance Committee, as appropriate, for clarification, necessary further proceedings, or reconsideration of Grievance Committee recommendations, in which cases the five college working days shall run from the date the Grievance Committee returns its further report to him. A Grievance Committee may change its recommendations from those forwarded to the President pursuant to Section 13.2. The President then shall make his decision.

14.4 The decisions of the President in each case are final at the campus level.

15.0 Record

15.1 If the President's decision is not in accord with the Grievance Committee's recommendations and a request for review is properly filed pursuant to Section 16.0, or if the grievant subsequently commences legal action seeking judicial review of his or her grievance, the grievant, under supervision and at his or her own expense, may obtain a written transcript of the tape recording of the hearing, provided that he or she first sign an agreement with the campus, and furnish the campus with a copy of the transcript when it is completed. This agreement shall provide that use of such a copy shall be limited to subsequent administrative and judicial proceedings held in connection with the matter, that the tape or its contents shall not otherwise be made public in any way, and that any violation of this agreement shall be unprofessional conduct as that term is used in Education Code Section 24306.

15.2 In keeping with the policy stated in Sections 10.11 and 12.16.1.2 of these Procedures, in no case other than that described in Section 15.1 shall a transcript of the tape recording of the hearing be furnished to the grievant. Neither the tape recording itself, nor a copy thereof, shall be furnished to the grievant.

16.0 Review

16.1 A grievant who has received a Notice of Decision on his or her grievance from a campus President may request review as provided herein, if the requirements of Section 16.2 are met, by directing a written Request for Review to the State University Dean, Faculty Affairs (Statewide Dean) in the Chancellor's Office, whith a copy to the campus President. The Request should have attached copies of the report of the Grievance Committee and the Notice of Decision of the President, and should state the dates of each, the grounds claimed for review (see Section 16.2 of these Procedures), and the facts which support the ground or grounds alleged. The Request must be postmarked within ten college working days of the date of distribution of the President's Notice of Decision.

16.2 Review may be requested only if the Notice of Decision of the President does not concur with the final recommendations of the Grievance Committee, unless that lack of concurrence was because of failure of the Grievance Committee to base its recommendations on the findings and conclusions on matters of fact made in the case by a Hearing Officer. Such review may be requested only as to those recommendations or portions thereof not concurred in by the President and only on one or more of the following grounds:

16.2.1 Arbitrary action by the President in not accepting the Grievance Committee's recommendations,

16.2.2 Substantially unfair departure from these Procedures which affected the President's decision,

16.2.3 Substantial evidence favorable to the grievant which was ignored by the President.

16.3 Upon receiving a copy of the Request for Review addressed to the Statewide Dean, the President of the campus shall promptly furnish the Statewide Dean with any written answer the campus wishes to make to the Request, as well as copies of the:

16.3.1 Hearing Officer's report, if any,

16.3.2 Grievance Committee's report

16.3.3 Written arguments, if any, presented to the Greivance Committee or Hearing Officer,

16.3.4 President's Notice of Decision with attachments, if any, and

16.3.5 Tape recording of the hearing.

A copy of the campus answer, if any, without the enclosures just listed, shall simultaneously be sent the grievant.

16.4 If the answer by the campus to the Request alleges that the case is not one in which there is jurisdiction pursuant to Section 16.2 to make a decision on the grievance, the grievant may direct a response to that allegation to the Statewide Dean. In order to be considered, the response must be received within the same period of time as was taken by the campus to answer, but not less than ten college working days from the date of receipt by the Statewide Dean of the materials described in Section 16.3.

16.5 Upon receipt from the campus of the materials described in Section 16.3, the Statewide Dean shall promptly forward the Request and those materials to the Los Angeles regional office of the American Arbitration Association (AAA), for assignment to, and determination by one academically oriented arbitrator admitted to practice law before any state or federal court. The arbitrator shall not be a member or an employee of the Trustees of the California State University and Colleges. If the campus answer objects to the arbitrator's jurisdiction, the Statewide Dean shall defer submitting the matter to the AAA for the period of time authorized by Section 16.4, so that the grievant's response, if any, may be included. If the grievant has requested a transcript pursuant to Section 15.1 and wishes the arbitrator to read all or any part of it. the Statewide Dean shall defer submitting the matter to the AAA until a copy of the transcript is received for forwarding by the Statewide Dean, but such deferral shall not exceed 45 calendar days from date of receipt of the materials described in Section 16.3. After his or her receipt of the materials from the Statewide Dean, the arbitrator shall not delay consideration or decision pending receipt of a transcript.

16.5.1 Arbitrators shall be selected from men and women who are "academically oriented" in order to assure that persons serving in this capacity have a sufficient knowledge about institutions of higher education so as to understand the nature of faculty grievances and the consequences of the resolutions available in each case. The term "academically oriented" includes (but in not limited to) persons who have served in four-year institutions of higher education in full-time faculty, administrative or executive positions, as well as persons who have served on public and private boards of such institutions of higher education.

16.6 The action on a Request for Review shall be limited to the grievant or grievants making the appeal unless the Statewide Dean, in his discretion, and with the consent of the grievants and the President consolidates related cases for purposes of review.

16.7 Based upon the materials submitted pursuant to Sections 16.1, 16.3, and 16.4, the AAA shall make an initial determinatinn of whether there are sufficient facts asserted to make it appear that grounds for review exist. The AAA may use an arbitrator for this preliminary purpose selected without utilizing the appointment method provided for in AAA Arbitration Rule 12. Grounds for review shall exist if all of the following appear: The President did not act in accordance with the final recommendations of the Grievance Committee; the Grievance Committee based its recommendations on the findings and conclusions on matters of fact made in the case by a Hearing Officer, if any; one or more of the grounds listed in Sections 16.2.1 through 16.2.3 is asserted for review; and the procedural requirements of Section 16.1 have been followed. Otherwise, a negative determination shall be made.

16.8 In scheduling, cases involving nonretention where there is no terminal notice year shall be given high priority.

16.9 If it is determined that the matter should be reviewed pursuant to this Section 16.0, an arbitrator appointed by the AAA utilizing the appointment method provided for in AAA Arbitration Rule 12 shall have jurisdiction and authority to decide, based on the materials submitted pursuant to Sections 16.1, 16.3, and 16.4, whether or not

16.9.1 The action of the President in not accepting the Grievance Committee's recommendations was arbitrary, or

16.9.2 There was a substantially unfair departure from these Procedures which affected the President's decision, or

16.9.3 Substantial evidence favorable to the grievant was ignored by the President.

The grievant shall have the burden of proof on all issues before the arbitrator. If the arbitrator finds affirmatively as to any of Sections 16.9.1, 16.9.2, or 16.9.3, then he or she shall decide whether or not

16.9.4 The President's decision should be upheld in whole or in part, or

16.9.5 The matter should be remanded to the campus with instructions that the action being grieved be reviewed, absent whatever defect was found to have existed in it. Should the arbitrator exercise the option of remand, he or she may retain jurisdiction over the action being contested until the matter is finally concluded on the campus and the arbitrator has had the opportunity to review the decision on remand, or

16.9.6 The Grievance Committee's recommendations should be adopted in whole or in part.

16.10 The review shall be conducted under the Arbitration Rules of the AAA in effect on June 10, 1974, the date these Procedures are issued, except as they may vary from provisions of these Procedures, in which case these Procedures govern. However, all of AAA Rule 7 other than the last sentence shall not apply to such review, nor shall AAA Rules 1, 8, 9, 10, 13, 14, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 31, 32, 34, 39, 40, and 44 apply. The arbitrator shall not hold a hearing. The word "resubmitted" shall be substituted for the word "reheard" in Rule 18. A copy of the applicable Rules is attached. In the event any applicable AAA Rule is changed, the Chancellor may authorize the matter to proceed under the Rule as changed, or may make other provision as respects such Rule as appropriate.

16.10.1 The arbitrator, if not selected pursuant to AAA Rule 12, may be selected by written agreement of the President, the grievant, and the Statewide Dean.

16.10.2 The days specified in the AAA Rules are calendar days, not campus working days.

The arbitrator shall review all materials presented by the Statewide Dean, except that the arbitrator need not listen to the tape recording of the hearing unless the facts of the case, in his or her opinion, make that necessary. If the hearing was conducted by a Hearing Officer, the arbitrator shall be bound by the Hearing Officer's findings and conclusions on matters of fact. The arbitrator shall be bound by the policy of confidentiality stated in Sections 10.11 and 12.16.1.2 of these Procedures. If the arbitrator has questions about facts or policy, he or she shall invite written comment on such questions from both the

President and the grievant, who shall send copies of such comments each to the other. The President may refer such questions to the Grievance Committee or the Hearing Officer, as appropriate, for information necessary to the preparation of his or her response. Copies of responses of the Grievance Committee or the Hearing Officer to questions so referred shall be forwarded by the President to the grievant and the arbitrator. As to questions he or she may have on the law, the arbitrator shall refer such questions to the Office of General Counsel which shall send copies of all responses to such inquiries to the grievant and the President.

16.11 The arbitrator shall mail his or her decision which shall include reasons for that decision, to the Statewide Dean accompanied by all materials furnished the arbitrator by the Statewide Dean, the campus, and the grievant. The arbitrator shall mail a copy of the decision to the President of the campus and to the grievant, at his or her last known address or to the grievant's representative. If, in the judgment of the Statewide Dean, the decision of the arbitrator is unclear or incomplete, the Statewide Dean may request clarification or amplification or both of the arbitrator, with copies to the President and the grievant. The arbitrator shall comply with such request, with copies to the President and the grievant.

16.12 Prior arbitration decisions shall not be used as a precedent for any subsequent case. No arbitrator shall have any authority to add to, detract from, or in any way alter the provisions of these Procedures, any California statute or regulation, or any rules or policies of the Office of the Chancellor or of the campus.

16.13 The arbitrator's decision as to matters properly before him or her, insofar as consonant with rules and policies of the Trustees, Office of the Chancellor and of the campus which predate the grievance and to which the attention of the arbitrator, Grievance Committee or Hearing Officer was directed in the course of the Grievance Proceeding, and insofar as consonant with the laws of California and the United States, shall be final and binding upon the campus and the grievant.

16.14 AAA billings shall be submitted to the campus for payment.

16.15 By written agreement of the grievant and the President furnished to the AAA, a matter may be settled and withdrawn from the review provided by this Section 16.0 at any time. Such withdrawal shall be final.

17.0 Construction of These Procedures

17.1 "Shall" is mandatory and "may" is permissive.

17.2 Section hearings do not in any manner affect the meaning or intent of the provisions of these Procedures.

17.3 These Procedures shall be considered complied with despite technical departures from them or errors in their application, unless in the opinion of the President or the arbitrator, the technical departures or errors were substantially prejudicial to persons directly involved or to the campus.

17.4 In applying the singular language of these Procedures to consolidated hearings, the singular number shall include the plural.

17.5 All notices, requests, reports, and statements sent pursuant to these Procedures shall be sent by U.S. mail. The date postmarked on the envelope shall be the governing date, unless the date of receipt is expressly specified in these Procedures.

17.6 Unless differently defined in these Procedures, terms used in these Procedures which are defined in Sections 40000 and 42700 of Title 5 of the California Administrative Code shall have the meanings given in those definitions.

Disciplinary Action Procedures for Academic Personnel of the California State Colleges

Executive Order No. 113

This Executive Order is issued pursuant to Section 43525 of Title 5 of the California Administrative Code.

1. Except as provided in this Executive Order, the Disciplinary Action Procedures for Academic Personnel of the California State College are established effective this date, for the California State Colleges, and shall govern disciplinary action proceedings for academic employees according to its terms. A copy of these Procedures is attached to, and made a part of, this Executive Order.

2. These Procedures supersede all other Disciplinary Action Procedures for Academic Personnel previously in force in the California State Colleges.

3. The Procedures shall be made available to all academic personnel covered by its terms.

4. If, in the judgment of the President of a new or small State College, there are particular provisions in these Procedures which appear impractical to institute during an identified period of time, he may request the Chancellor to waive such requirements in the case of the particular State College. The Chancellor shall review such requests and take action as appropriate.

5. Hearing officers will be designated by the Chancellor for each State College, as provided in Section 6.1 of these Procedures. Until further notice, hearing officers appointed by the Presiding Officer of the Office of Administrative Procedures (Government Code Sections 11370-11370.4) are hereby designated as Hearing Officers under these Procedures. Arrangements have been made whereby such Hearing Officers will be assigned upon request of the President to the Presiding Officer, at his office in Sacramento.

DATED: September 30, 1970.

/s/ Glenn S. Dumke

Glenn S. Dumke, Chancellor

ATTACHMENT A

Disciplinary Action Procedures For Academic Personnel of the California State Colleges

Sections

1. Coverage and Scope
2. Authority of the President
3. Temporary Suspension; Withdrawal of Consent to Remain on Campus
4. Effective of Other Proceedings
5. Administrative Officer
6. Hearing Officer
7. General Provisions for Hearings
8. Recommendations of the Hearing Officer
9. Disciplinary Action Panel
10. Action by the President
11. Subsequent Action
12. Other Provisions

PREAMBLE

These Procedures apply only to those actions or conduct that exert a harmful effect upon the academic functions of the College, those that adversely affect the students, the administration, or other faculty members, and those that adversely affect the teaching process or the proper administration of the College.

The American Association of University Professors' Statement of Professional Ethics whch has been adopted by the Academic Senate, CSC provides, "As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person, he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom." At the same time, faculty enjoy the rights of citizens in the community, and it is not intended that these Procedures should reach into and control the personal actions or conduct of faculty members where those actions, or that conduct, do not exert a harmful effect upon the academic functions of the College.

Section 1.0 Coverage and Scope

1.1 These Procedures are applicable to determinations of charges which may result in disciplinary action pursuant to Education Code Section 24306.

1.2 These Procedures are established pursuant to, and in order to implement, Sections 42701, 43522, 43525 and 43526 of Title 5 of the California Administrative Code, and Education Code Section 22505.[1]

1.3 These Procedures are applicable to all full-time tenured and probationary academic employees, including those on leave of absence with or without pay.

1.4 Disciplinary action proceedings under Executive Orders 67 or 81 which were commenced but not concluded by September 30, 1970, shall continue under the procedures of the respective Executive Order, except that the Chancellor's Review Panel shall be advisory to the Chancellor, and the Chancellor shall make the final decision. A proceeding shall be considered to have been commenced under Executive Order 67 or 81, as the case may be, on the date a request for disciplinary action was filed with the Initiator or appropriate faculty agency under such Executive Order.

Section 2.0 Authority of the President

2.1 All determinations and findings under these Procedures made by anyone other than the President are in the nature of recommendations to the President, who shall have final authority at the college level.

2.2 The functions of the President as described in these Procedures, may be delegated by him to individual designees who are employees of the College, and who shall exercise those functions in his name. However, the President shall be responsible for any action taken under his authority. All references in these Procedures to the President include such designees.

Section 3.0 Temporary Suspension; Withdrawal of Consent to Remain on Campus

3.1 The President may order the temporary suspension of any academic employee as provided in Section 43522 of Title 5 of the California Administrative Code, an interim suspension pursuant to Education Code Section 22505, or both. In the case of interim suspension pursuant to Education Code Section 22505, or a withdrawal of consent to remain on campus pursuant to Penal Code Section 626.4, the academic employee shall be afforded an opportunity for a hearing on that issue within ten days of the respective action. If that hearing should occur prior to his disciplinary hearing under these Procedures, the issue shall be whether a continued withdrawal of consent pending such disciplinary hearing is required in order to protect lives or property and to insure the maintenance of order, and on any issues presented by a request for hearing pursuant to Penal Code Section 626.4 (c).

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[1] Specific code sections referred to in these Procedures are set out in the Appendix.

Section 4.0 Effects of Other Proceedings

4.1 Action under these Procedures shall go forward regardless of possible or pending other administrative, civil, or criminal proceedings arising out of the same or other events.

4.2 The President may reopen disciplinary proceedings on the basis of new evidence developed in proceedings arising out of the same events as gave rise to the college disciplinary proceedings. The President shall cause campus action to be initiated on the basis of the criminal conviction of an academic employee whenever applicable statutes or regulations require it.

Section 5.0 Administrative Officer

5.1 General

a. The President shall designate an academic administrative officer who shall have general charge of the administration of these Procedures, the duties described in these Procedures and such other duties as the President may determine. The person so designated shall serve in this assignment at the pleasure of the President.

b. The person so assigned may use such local, administrative title as the President may determine. For convenience, he is referred to as the "Administrative Officer."

c. All references in these Procedures to the Administrative Officer shall include such other persons as are authorized by the President to assist the Administrative Officer and act in his name.

d. The Administrative Officer shall investigate all alledged misconduct within the scope of these Procedures. All requests for disciplinary action within the scope of these Procedures shall be filed with him.

e. The Administrative Officer shall submit allegations of misconduct to the person charged, who may present a written answer within three college working days[2] of receipt. The Administrative Officer shall conduct an investigation of the allegations and any answer to these, including a review of the documentary and other material available to him, to determine whether or not further proceedings are warranted. Such determination shall normally be made within seven college working days after the person charged has been initially informed by the Administrative Officer of the allegations against him.

f. As a result of his investigation, the Administrative Officer shall make a recommendation to the President as to whether the matter should proceed. A hearing shall be held whenever the President determines that it is warranted, and whenever required by statute, action by the Board of Trustees, or the Chancellor.

g. If it is determined that the matter should not proceed, then, unless new evidence sufficient in the opinion of the President to warrant reopening the case is subsequently discovered, the disciplinary proceeding shall be considered closed.

5.2 Notices.

a. The Administrative Officer shall prepare and mail notices as appropriate to the person charged, notices addressed to him at the last address posted on the records of the Personnel Officer of the College, and deposited in the United States mail, first class and postage prepaid, shall be presumed to have been received and read by the person charged.

b. The Administrative Officer shall initiate hearing procedures against a person charged, by mailing or personally delivering a notice letter to him, by registered or certified mail, return receipt requested, which:

    (1) Contains a statement of the charges against him, in terms of the appropriate subdivisions of Education Code Section 24306, or such other statutes or regulations as may be applicable, and a brief factual description, stated with reasonable particularity, of the conduct upon which the charges are based.

    (2) Notified him of the time and place of hearing.

    (3) Refers to or encloses a copy of these Procedures.

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[2] "College working day" is defined in subdivision c of Section 5.2

(4) Includes such other information as the Administrative Officer may wish to include, such as notice of temporary suspension and withdrawal of consent to remain on campus where such action has been decided upon.

c. As used in these Procedures, "college working day" shall mean any day other than a Saturday, Sunday or holiday as defined in Government Code Section 18025.

5.3 The person charged may waive a hearing and accept a sanction as recommended by the Administrative Officer and approved by the President. The person charged may accept this sanction without admitting that he engaged in the conduct charged. Should he not accept the sanction, the matter shall proceed to hearing, and no cognizance shall be taken of the recommendation made pursuant to this Section 5.3.

5.4 The Administrative Officer shall make physical and scheduling arrangements for the hearing of cases.

5.5 The Administrative Officer shall attend the hearing and shall marshal and present the evidence against the person charged.

Section 6.0 Hearing Officer

6.1 The Chancellor shall designate one or more Hearing Officers, who shall serve for terms as determined by the Chancellor.

6.2 Hearing Officers shall be attorneys, admitted to the practice of law in California, who are qualified by professional experience in presiding at judicial or quasi-judicial adversary proceedings, or who have been members of the California State Bar for at least five years. They will not hold any employment, or other contract (other than as a Hearing Officer) with any California State College during the period of their service.

Section 7.0 General Provisions for Hearings

7.1 Both the person charged and his adviser, and the Administrative Officer and his adviser may:

a. Be present at all proceedings for the hearing whenever any evidence is being presented.

b. Examine all documents or other evidence presented to the Hearing Officer.

c. Present relevant evidence and question witnesses presented by the other.

d. Present an oral or written summary of arguments at the conclusions of any hearings.

7.2 Evidence

a. Formal rules of evidence shall not apply.

b. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support the finding unless it would be admissible over objection in civil actions. The rules of privilege shall be effective to the extent that there are statutory bases for their application, and irrelevant and unduly repetitious evidence shall be excluded.

c. No evidence other than that received at the hearing shall be considered by the Hearing Officer.

7.3 The person charged will not be required to give self-incriminating evidence, and no inference of his guilt shall be drawn by reason of his declining to give evidence on this ground.

7.4 Times Within Which Hearings are to Proceed

a. Matters preliminary to hearings shall be decided, hearings conducted, and cases determined under these Procedures as quickly as possible, consistent with reasonable notice.

b. Normally, matters preliminary to hearings shall be decided and notices of hearings given, within ten college working days of the time the Administrative Officer is informed that a probably conduct violation or other basis for a hearing has occurred, and of the identity of the person or persons apparently responsible. The person charged and the General Counsel (in the event the person charged elects to be represented by counsel at the hearings as provided in Section 7.7-b) shall each have not less than five college working day's notice of commencement of a hearing. Each of them may waive this requirement.

c. Hearings will normally be held within ten college working days of the date notice pursuant to Section 5.2-b is sent to the person charged.

d. Other than as required for the convenience of the Hearing Officer, extensions of time for hearings shall be authorized only for good and compelling reasons. The possibility or pendency of other administrative, civil or criminal proceedings against the person charged is not such a reason, unless the other trial or hearing is scheduled for the same day as the College hearing, or unless it is physically impossible for the person charged to attend the College hearing. Prior to the commencement of a hearing, the Administrative Officer shall decide requests for extensions. After that, should any further requests be made, the Hearing Officer shall rule on them.

7.5 The Hearing Officer shall:

a. Make all rulings on matters relating to the conduct of the hearing, including matters regarding admission of evidence.

b. Maintain an orderly hearing and permit no person to be subjected to abusive treatment. He may eject or exclude anyone who refuses to be orderly. Should he exclude the person charged, he shall make such provision as is practical in his behalf.

c. Recognize the person charged or his adviser, and the Administrative Officer or his adviser, for the purpose of questioning witnesses or presenting argument, evidence or requests to the Hearing Officer. The Hearing Officer may also question witnesses.

d. Make such further rules for the conduct of the hearing as he deems appropriate, not inconsistent with these Procedures.

7.6 A person charged may challenge the Hearing Officer for cause by submitting a written statement to the Chancellor, with a copy to the President setting forth facts which establish that:

a. The Hearing Officer was a participant in the events out of which the action arose, other than events connected with the conduct of a hearing.

b. The Hearing Officer is related to or has had past association with the person charged or his adviser, the Administrative Officer or his adviser, or another person who has been adversely a affected by the events giving rise to the action, which past association is of a kind which would prejudice his judgment to the degree that it appears that a fair hearing could not be had. "Past association" does not include an association acquired in connection with a previous hearing.

The Chancellor shall determine whether the facts present grounds for disqualification and his decision shall be final. The Hearing Officer may disqualify himself on his own motion. No preemptory challenges may be made.

7.7 Advisers; Attorneys

a. The person charged may be accompanied by one adviser of his choice, who may act on his behalf. If he desires that his adviser be an attorney, the person charged must give written notice of the name and office address of the attorney to the Administrative Officer at least four working days before the time set for commencement of the hearing; if there are less than five working days between that time and the date of the notice of hearing, then the notice that his adviser will be an attorney must be given at the earliest reasonable time. Otherwise his attorney will not be admitted to the hearing.

b. Should a person charged advise that he will be accompanied by an attorney, the Administrative Officer shall immediately advise the Office of General Counsel, so that an attorney may be present to present the case on behalf of the Administrative Officer.

7.8 Persons Who May Attend Hearings; Confidentiality.

a. Hearings shall be closed to everyone other than the person conducting the hearing, the person charged and the Administrative Officer, a single adviser for each of them, the person designated to record the hearing pursuant to Section 7.9, witnesses while they are presenting evidence, and the representatives of not more than two recognized faculty organization as provided in this Section.

(1) The person charged and the President may each authorize one person who is a representative of a recognized professional faculty organization or of the academic senate or council of the College to attend the hearing as an observer.

b. It is the policy of the California State Colleges that evidence, proceedings, findings and recommendations (but not the final decision of the President) are confidential and shall not be made public by the College or by any participant in a hearing including the person charged and the faculty organization observers, except as any of the foregoing may be filed in court or introduced as evidence in an administrative or court proceeding brought to review as action taken pursuant to these Procedures. In the event these matters should become public, however, the College may authorize such public statements as are appropriate. This policy of confidentiality shall not preclude the College from taking any action following appropriate procedures against any person or entity on the basis of evidence developed at the hearing.

7.9 The Administrative Officer shall arrange for making an audio tape of any and all proceedings conducted by the Hearing Officer.

7.10 Consolidated Hearings.

a. Where more than one academic employee is charged with conduct arising out of a single occurrence, or out of connected multiple occurrences, a single hearing may be held for all of the academic employees so charged.

The Administrative Officer shall make determinations regarding consolidation. All such determinations shall be subject to revision by the Hearing Officer. In the event of such revision, all cases affected shall be rescheduled for hearing.

b. The separation of one or more cases from a group of cases previously set for a consolidated hearing shall not be considered to affect the remaining cases in the group.

7.11 If the person charged does not appear, without satisfactory explanation for his absence having been made to the Administrative Officer in advance, or should he leave the hearing before its conclusion or adjournment, the hearing shall proceed without him and the Hearing Officer shall make his findings and report based on the available evidence, just as though the person charged had been present throughout the hearing. The Hearing Officer shall determine whether any reason given for nonappearance, or for leaving the hearing before its conclusion or adjournment, is satisfactory. However, the pending of an administrative hearing or a civil or criminal trial to which the person is charged is a party shall not be considered a satisfactory explanation unless the actual hearing or trial date conflicts with the College hearing date.

Section 8.0 Recommendations of the Hearing Officer

8.1 Following presentation of evidence, the Hearing Officer shall privately consider the evidence and shall prepare a written decision and report. The decision and report shall contain as to each person charged:

a. Findings of fact with respect to the evidence presented.

b. In cases in which the provisions of any of the following subdivisions of Education Code Section 24306 are charged as a cause for discipline, a finding of whether the cause is established by the evidence: "(g)" (conviction of a felony or conviction of any misdemeanor involving moral turpitude); "(h)" (fraud in securing appointment); "(i)" (drunkenness on duty); and "(j)" (addiction to the use of narcotics or habit forming drugs).

8.2 Findings shall be based upon a preponderance of the evidence, as determined by the Hearing Officer.

8.3 Within three college working days of the conclusion of the hearing or as soon thereafter as possible, the Hearing Officer shall submit his findings and report to the President.

Section 9.0 Disciplinary Action Panel

9.1 Each College shall have a Disciplinary Action Panel.

9.2 The Disciplinary Action Panel shall consist of all tenured academic employees of the College holding the rank of associate professor or professor, who are assigned at least two-thirds time to teaching, research, or both.

9.3 Service as a member of the Disciplinary Action Panel, and as a member of a Disciplinary Action Committee, unless excused by the President for a good cause, is part of the normal and reasonable duties of every employee designated in Section 9.2 of these Procedures.

9.4 Within three college working days of the receipt of formal written charges from the Administrative Officer, the President shall cause a Disciplinary Action Committee of three members to be selected by lot from among the members of the Disciplinary Action Panel. The person charged and the Admini-Officer shall each be informed of the Panel members selected for the Committee.

9.5 The person charged and the Administrative Officer shall each have the right to excuse up to two persons from those selected for the Committee, without cause. Each may challenge any person from membership on the Committee, but only for cause as provided in Section 7.6. Actions to excuse or to challenge must be exercised by the close of the college working day following the day information as to the persons selected for the Committee is given, pursuant to Section 9.4. The Hearing Officer shall rule on all challenges for cause of a person selected for the Committee.

9.6 Vacancies on the proposed Disciplinary Action Committee caused by challenge or excuse shall be filled by lot from among other members of the Disciplinary Action Panel, and shall be subject to excuse or challenge as provided in Section 9.5, except that the aggregate number of persons who may be excused without cause pursuant to Sections 9.5 and 9.6, shall not exceed two each for the person charged and the Administrative Officer.

9.7 The Disciplinary Action Committee shall consider the findings of the Hearing Officer. It may consider other matters in the record. It may not receive new evidence, and it shall be bound by findings of the Hearing Officer made pursuant to Section 8.1. Within five college working days of receipt of the findings and report of the Hearing Officer, the Disciplinary Action Committee shall submit its recommendation to the President.

Based on the findings and the record, the Disciplinary Action Committee shall find as to each person charged whether the facts as found by the Hearing Officer constitute grounds for disciplinary action in all cases in which any of the following subdivisions of Education Code Section 24306 are charged as a cause for disciplinary action: "(a)" (immoral conduct); "(b)" (unprofessional conduct); "(c)" (dishonesty); "(d)" (incompetency); "(e)" (physical or mental unfitness for the position occupied); and "(f)" (failure or refusal to perform the normal and reasonable duties of the position). If the Disciplinary Action Committee finds any of the foregoing grounds for disciplinary action are established by the evidence, and in all cases in which the Hearing Officer has found a cause for discipline to be established by the evidence as provided in Section 8.1-b, The Disciplinary Action Committee shall recommend to the President what disciplinary action, if any, should be taken as provided below. Otherwise it shall advise the President that no cause for discipline exists.

The Disciplinary Action Committee may refer questions, if any, to the Hearing Officer for clarification.

If a cause for disciplinary action exists, the recommendation of the Committee to the President may include:

a. Dismissal with denial of access to the campus and all college facilities for a period not to exceed one year.

b. Dismissal.

c. Demotion.

d. Suspension with denial of access to the campus and all college facilities for the period of the suspension

e. Suspension.

f. A written reprimand.

g. An oral reprimand.

h. No action.

9.8 Upon arriving at a recommendation, the Disciplinary Action Committee shall forthwith transmit to the College President, the Hearing Officer, the Administrative Officer, and the person charged a written statement of its recommendations which may include such justification of those recommendations as the Committee deems appropriate.

Section 10.0 Action by the President

10.1 The President shall decide what disciplinary action should be taken, if any, within five college working days of the time he receives the recommendation of the Disciplinary Action Committee, or as soon thereafter as possible.

10.2 If no disciplinary recommendation is received by the President within the five day period provided in Section 9.7, the President shall nevertheless determine the appropriate disciplinary action to be taken.

10.3 The President may return the matter to the Hearing Officer for clarification or further proceedings as appropriate.

10.4 The decision of the President shall concur with the recommendations of the Disciplinary Action Committee except in rare instances when, in the opinion of the President, compelling reasons exist for a different result. In the event that the President's decision is not in accord with the Disciplinary Action Committee's recommendation, the compelling reasons for his decision shall be stated in detail and in writing to the person charged and to the Disciplinary Action Committee. Copies shall also be sent to the Hearing Officer and to the Administrative Officer. At this time, the President and the Disciplinary Action Committee shall make an effort to resolve their differences regarding disposition of the case. In the event that no such resolution of differences is made, the decision of the President on each case is final at the college level.

10.5 The President shall forward his recommendation for disciplinary dismissal, demotion, or suspension to the Chancellor for appropriate subsequent action. It shall be accompanied by the recommendations made to the President by the Hearing Officer and by the Disciplinary Action Committee pursuant to Section 9.8, except as the latter recommendation may be modified pursuant to Section 10.4.

Section 11.0 Subsequent Action

11.1 The Chancellor or his designee shall take such action on any recommendation of the President, as he considers appropriate.

11.2 Where appropriate, notice of disciplinary action shall be prepared and served pursuant to Education Code Section 24308, in which event the person charged may appeal to the State Personnel Board and, as authorized by law, receive a de novo hearing before that agency.

Section 12.0 Other Provisions

12.1 An academic employee of a State College who is accused of conduct as described in Section 1.1, alleged to have been committed at another State College, shall be subject to disciplinary action at the campus with respect to which the violation is alleged to have occurred, and all references to the President, the Administrative Officer, and the Hearing Officer shall refer to those persons at that campus; provided that a Disciplinary Action Committee of the College at which the person charged is an academic employee, shall be empaneled and make recommendations as provided in Section 9, and the President of that College shall make the final campus decision with respect to discipline.

12.2 Arguments by the person charged or his adviser concerning the legal (as distinguished from factual) applicability, or legal validity of any provision on the basis of which he is charged, or of these Procedures, shall not be addressed to the Hearing Officer, but to the President, as soon as the hearing has concluded. The President shall seek advice on the matter from the Office of General Counsel. The advice received from that office shall be considered by the President before a final campus decision is rendered.

12.3 Technical departures from these Procedures and errors in their application shall not be grounds for the President or the Chancellor to withhold disciplinary action unless, in the opinion of the President or the Chancellor, the technical departures or errors where such as to have prevented a fair and just determination of the issues.

12.4 These Procedures are to provide an internal means for the determination of those matters which should proceed to formal disciplinary action pursuant to Education Code Section 24308. It is not intended either that they or any error in their application be relevant to, or provide a basis for, review by the State Personnel Board, or by any Court reviewing action of the State Personnel Board in a State College disciplinary matter.

ATTACHMENT B

APPENDIX

Title 5, California Administrative Code Sections:

42701. Consultative Procedures. Each college shall develop, as soon as practicable, procedures whereby tenured members of the faculty shall be involved in recommendations to the president or his designee relating to academic personnel matters. Such procedures shall be submitted to the Chancellor and the Trustees for approval.

The Chancellor shall make every effort, insofar as practicable, to encourage uniform procedures among the colleges.

43522. Temporary Suspension. When there is a strong and compelling evidence that the presence of an employee on his job might create serious problems, if such evidence were subsequently proven to be correct, a president or the Chancellor may temporarily suspend an employee pending investigation and/or the furnishing of formal notice of disciplinary action pursuant to Section 24308 of the Education Code. Unless earlier terminated by the president or the Chancellor, as the case may be, such temporary suspension shall automatically terminate upon the furnishing of formal notice of disciplinary action or, unless extended as provided by this section 30 days after its commencement, whichever first occurs.

The date for such automatic termination of the period of temporary suspension, where no furnishing of formal notice of disciplinary action has occurred, may be extended upon the written statement of the employee addressed to the president or the Chancellor, as the case may be requesting such extension.

Suspension under this section shall not prejudice the case of the employee or any rights he may be provided under this article.

43525. Disciplinary Action Procedures for Academic Personnel. The Chancellor shall prescribe, and may from time to time revise, Disciplinary Action Procedures for Academic Personnel of the California State Colleges. These procedures shall be applicable to all full-time tenured and probationary academic employees, including those on leave of absence with or without pay. The Chancellor shall report to the Board on procedures issued or revised pursuant to this section.

43526. Disruption of Campus Activities. Notwithstanding any provision in this Subchapter 6 to the contrary, any employee of the California State Colleges who, following appropriate procedures at the college, is found to have disrupted or to have attempted to disrupt, by force or violence, any part of the instructional program of a state college, or any meeting, recruiting interview or other activity authorized to be held or conducted at the college, may, in the discretion of the President, be disciplined pursuant to Section 24306 of the Education Code.

Education Code Sections:

22505. The chief administrative officer of a junior college, state college, or state university, after a prompt hearing of the facts, shall take appropriate disciplinary action against any student, member of the faculty, member of the support staff or member of the administration of the junior college, state college, or state university who has been convicted of a crime arising out of a campus disturbance or, after a hearing by a campus body, has been found to have willfully disrupted the orderly operation of the campus. Nothing in this section shall be construed to prohibit, where an immediate suspension is required in order to protect lives or property and to insure the maintenance of order, interim suspension pending a hearing; provided that a reasonable opportunity be afforded the suspended person for a hearing within 10 days. The disciplinary action may include, but need not be limited to, suspension, dismissal, or expulsion. The provisions of Sections 24308 to 24310, inclusive, shall be applicable to any state college employee dismissed pursuant to this section. The chief administrative officer of each such institution shall submit periodic reports as to the nature and disposition of cases acted upon pursuant to this section to his governing board.

24306. A permanent or probationary academic or nonacademic employee may be dismissed, demoted, or suspended for the following causes:

(a) Immoral conduct.

(b) Unprofessional conduct.

(c) Dishonesty.

(d) Incompetency.

(e) Physical or mental unfitness for position occupied.

(f) Failure or refusal to perform the normal and reasonable duties of the position.

(g) Conviction of a felony or conviction of any misdemeanor involving moral turpitude.

(h) Fraud in securing appointment.

(i) Drunkenness on duty.

(j) Addiction to the use of narcotics or habit forming drugs.

24308. Notice of dismissal, demotion or suspension for cause of an academic or nonacademic employee shall be in writing, signed by the Chancellor or his designee and be served on the employee, setting forth a statement of causes, the events or transactions upon which the causes are based, the nature of the penalty and the effective date, and a statement of the employee's right to answer within 20 days and request a hearing before the State Personnel Board.

Notice of the reassignment of an administrative employee pursuant to Section 22607 shall be in writing and shall be served on the employee setting forth a statement of the employee's right to answer within 20 days and request a hearing before the Trustees but only on the question of whether the position to which he is reassigned is commensurate with his qualifications.

Government Code Section:

18025. All employees shall be entitled to the following holidays: the first day of January, the 12th day of February, the third Monday in February, the last Monday in May, the fourth day of July, the first Monday in September, the ninth day of September, the second Monday in October, the fourth Monday in October, the 25th day of December, every day on which an election is held throughout the state, and every day appointed by the Governor of this state for a public fast, thanksgiving, or holiday.

When a day herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed. Any employee who may be required to work on any of the holidays herein mentioned, and who does work on any of said holidays, shall be entitled to be paid compensation or given compensating time off for such work within the meaning of this article. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, or compensating time off, shall be considered as time worked by the employee.

Penal Code Section:

(a) The chief administrative officer of a campus or other facility of a junior college, state college, or state university, or an officer or employee designated by him to maintain order on such campus or facility, may notify a person that consent to remain on the campus or other facility under the control of the chief administrative officer has been withdrawn whenever there is reasonable cause to believe that such person has willfully disrupted the orderly operation of such campus or facility.

(b) Whenever consent is withdrawn by any authorized officer or employee other than the chief administrative officer, such officer or employee shall as soon as is reasonably possible submit a written report to the chief administrative officer. Such report shall contain all of the following:

(1) The description of the person from whom consent was withdrawn, including, if available, the person's name, address, and phone number.

(2) A statement of the facts giving rise to the withdrawal of consent.

If the chief administrative officer, or in his absence a person designated by him for this purpose, upon reviewing the report, finds that there was reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus or facility, he may enter written confirmation upon the report of the action taken by the officer or employee. If the chief administrative officer, or, in his absence, the person designated by him, does not confirm the action of the officer or employee within 24 hours after the time that consent was withdrawn, the action of the officer or employee shall be deemed void and of no force or effect, except that any arrest made during such period shall not for this reason be deemed not to have been made for probable cause.

(c) Consent shall be reinstated by the chief administrative officer whenever he has reason to believe that the presence of the person from whom consent was withdrawn will not constitute a substantial and material threat to the orderly operation of the campus or facility. In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the two-week period. Such written request shall state the address to which notice of hearing is to be sent. The chief administrative officer shall grant such a hearing not later than seven days from the date of receipt of such request and shall immediately mail a written notice of the time, place, and date of such hearing to such person.

(d) Any person who has been notified by the chief administrative officer of a campus or other facility of a junior college, state college, or state university, or by an officer or employee designated by the chief administrative officer to maintain order on such campus or facility that consent to remain on the campus or facility has been withdrawn pursuant to subdivision (a); who has not had such consent reinstated; and who willfully and knowingly enters or remains upon such campus or facility during the period for which consent has been withdrawn is guilty of a misdemeanor. This subdivision does not apply to any person who enters or remains on such campus or facility for the sole purpose of applying to the chief administrative officer for the reinstatement of consent or for the sole purpose of attending a hearing on the withdrawal.

(e) This section shall not affect the power of the duly constituted authorities of a junior college, state college, or state university to suspend, dismiss, or expel any student or employee at such university or college.

(f) Any person convicted under this section shall be punished as follows:

(1) Upon a first conviction, by a fine of not exceeding five hundred dollars ($500), by imprisonment in the county jail for a period of not more than six months, or by both such fine and imprisonment.

(2) If the defendant has been previously convicted once for a violation of any offense defined in this chapter or Section 415.5, by imprisonment in the county jail for a period of not less than 10 days or more than six months, or by both such imprisonment and a fine of not exceeding five hundred dollars ($500), and he shall not be released on probation, parole, or any other basis until he has served not less than 10 days.

(3) If the defendant has been previously convicted two or more times of a violation of any offense defined in this chapter or Section 415.5, by imprisonment in the county jail for a period of not less than 90 days or more than six months, or by both such imprisonment and a fine of not exceeding five hundred dollars ($500), and he shall not be released on probation, parole, or any other basis until he has served not less than 90 days.

APPENDIX F

Faculty Dismissal

1. Education Code
2. Administrative Code

FACULTY DISMISSAL

(Provisions of the California Educational Code)

DISMISSAL, DEMOTION, OR SUSPENSION

24306. A permanent or probationary academic or nonacademic employee may be dismissed, demoted, or suspended for the following causes:

(a) Immoral conduct.
(b) Unprofessional conduct.
(c) Dishonesty.
(d) Incompetency.
(e) Physical or mental unfitness for position occupied.
(f) Failure or refusal to perform the normal and reasonable duties of the position.
(g) Conviction of a felony or conviction of any misdemeanor involving moral turpitude.
(h) Fraud in securing appointment.
(i) Drunkenness on duty.
(j) Addiction to the use of narcotics or habit forming drugs.

(Amended by Stats. 1961, Ch. 1828.)

INCLUSION WITHIN "UNPROFESSIONAL CONDUCT"

24307 "Unprofessional conduct" as used in Section 24306 includes, but is not limited to:

(a) Membership in, or active support of, a "communist front", a "communist action" organization, or a communist organization, as those terms are now defined in the act of the Congress of the United States designated as "Internal Security Act of 1950."

(b) Persistent active participation in public meetings conducted or sponsored by an organization mentioned in subdivision (a) of this section.

(c) Willful advocacy of the overthrow of the Government of the United States or of the State, by force, violence or other unlawful means, either on or off the campus.

(d) Willful advocacy of communism, either on or off the campus, for the purpose of undermining the patriotism of pupils, or with the intent to indoctrinate any pupil with communism or inculcate a preference for communism in the mind of any pupil.

NOTICE OF DISMISSAL, DEMOTION, SUSPENSION OR REASSIGNMENT

24309. Any academic or nonacademic employee dismissed, suspended, or demoted for cause may request a hearing by the State Personnel Board by filing such a request, in writing, with the board within 20 days of being served with the notice. This request may be on the grounds that the required procedure was not followed; that there is no ground for dismissal, suspension, or demotion; that the penalty is excessive, unreasonable, or discriminatory; or that the employee did not do the acts or omissions alleged as the events or transactions upon which the causes are based were justified.

The State Personnel Board shall hold a hearing, following the same procedure as in state civil service proceedings and shall render a decision affirming, modifying or revoking the action taken. In a hearing, the burden of proof shall be on the party taking the dismissal action. (Amended by Stats. 1961, Ch. 1828.)

RESTORATION OF POSITION AND PAYMENT OF BACK SALARY ON REVOCATION OR MODIFICATION OF DISMISSAL, SUSPENSION, DEMOTION, OR REASSIGNMENT

2431[illegible]. If the dismissal, suspension, or demotion or the reassignment is revoked or modified by the State Personnel Board or the trustees, the employee shall be restored to his position in accord with the decision, and shall be paid back salary equal to that which the employee would have earned if continuously employed in accord with the decision

(Amended by Stats. 1961, Ch. 1828.)

ABSENCE WITHOUT LEAVE AS RESIGNATION: REINSTATEMENT

24311. Absence without leave of an academic or nonacademic employee, whether voluntary or involuntary, for five consecutive working days is an automatic resignation from state service, as of the last date on which the employee worked.

An academic or nonacademic employee may within 90 days of the effective date of such separation file a written request with the State Personnel Board for reinstatement. If the appointing authority has notified the employee of his automatic resignation, any request for reinstatement must be in writing and filed within 15 days of the service of notice of separation. Notice may be personally served or it may be served by mail to the last known residence or business address of the addressee and is complete on mailing. Proof of service, either personal or by mail, shall be made by affidavit. Reinstatement may be granted only if the employee makes a satisfactory explanation to the board as to the cause of his absence and his failure to obtain leave therefor, and the board finds that he is ready, able, and willing to resume the discharge of the duties of his position, or, if not, that he has obtained the consent of his appointing power to a leave of absence to commence upon reinstatement.

An employee so reinstated shall not be paid salary for the period of his absence or separation or for any portion thereof. (Amended by Stats. 1961, Ch. 1828.)

FACULTY DISMISSAL

(Provisions of the California Administrative Code)

TEMPORARY SUSPENSION

43522. When there is strong and compelling evidence that the presence of an employee on his job might create serious problems, if such evidence were subsequently proven to be correct, a president or the Chancellor may temporarily suspend an employee pending investigation and/or the furnishing of formal notice of disciplinary action pursuant to Section 24308 of the Education Code. Unless earlier terminated by the president or the Chancellor, as the case may be, such temporary suspension shall automatically terminate upon the furnishing of formal notice of disciplinary action or, unless extended as provided by this section 30 days after its commencement, whichever first occurs.

The date for such automatic termination of the period of temporary suspension, where no furnishing of formal notice of disciplinary action has occurred, may be extended upon the written statement of the employee addressed to the president or the Chancellor, as the case may be, requesting such extension.

Suspension under this section shall not prejudice the case of the employee or any rights he may be provided under this article.

DISMISSAL

43524. Dismissal of academic employees with tenure shall be recommended by the president of the college to the trustees through the Chancellor. Dismissal of administrative employees and other disciplinary actions affecting academic and administrative employees shall be recommended by the president by the college to the Chancellor.

USE OF GRIEVANCE PROCEDURES IN DISCIPLINARY ACTIONS

43525. Employees shall have the right and are encouraged to resolve [illegible] grievances regarding disciplinary actions through the use of internal grievance procedures.

When an employee has failed to resolve his grievance at the college level, he shall have the right to appeal to the Chancellor and the trustees.

Nothing in this article shall be interpreted to prejudice any rights of appeal established in the Education Code. (Section 24309)

If a dismissal, suspension, or demotion is revoked or modified, the employee shall be restored to his position in accordance withthe decisions, and shall be paid back salary equal to that which he would have earned if he had been continuously employed.

APPENDIX G

California State University and Colleges

Faculty Staffing Workload Chart

APPENDIX G

CALIFORNIA STATE UNIVERSITY AND COLLEGES

FACULTY STAFFING WORKLOAD CHART

C/S No.	Type of Instruction	WSCH Per Unit	K-Factor	WTU Load	WSCH Load	SCH Load	Class Size Normal Limit
C-1	Lecture	1	1.0	12	12	12	Facil.
C-2	Lecture	1	1.0	12	12	12	40
C-3	Lecture	1	1.0	12	12	12	30
C-4	Lecture	1	1.0	12	12	12	25
C-5	Seminar	1	1.0	12	12	12	20/15*
C-6	Clinical Processes	1	1.0	12	12	12	20/10/10*
C-7	Activity	2	1.5	12	18	9	24
C-8	Activity	2	1.5	12	18	9	30
C-9	Activity	2	1.5	12	18	9	40
C-10	Activity	2	1.5	12	18	9	10
C-11	Activity	2	1.5	12	18	9	30
C-12	Activity	2	1.5	12	18	9	20
C-13	Laboratory	2	1.5	12	18	9	Facil.
C-14	Remedial Instruction	2	1.5	12	18	9	15
C-15	Laboratory	3	1.5	12	24	8	Facil.
C-16	Laboratory	3	2.0	12	18	6	8-24
C-17	Laboratory	3	2.0	12	18	6	8
C-18	Coaching	3	6.0	12	6	2	20
C-19	Coaching	3	3.0	12	12	4	20
C-20	Production	3	3.0	12	12	4	20
C-21	Performance	3	3.0	12	12	4	40
S-25	Supervision	n.a.	n.a.	12	n.a.	n.a.	1:25
S-36	Supervision	n.a.	n.a.	12	n.a.	n.a.	1:36
S-48	Supervision	n.a.	n.a.	12	n.a.	n.a.	1:48

WSCH - Weekly Student Contact Hours
WTU - Weighted Teaching Units
SCH - Student Credit Hours
*Lower Division/Upper Division/Graduate

STAFFING FORMULAS:

C-1 through C-21

WTU = Number of Sections x SCH x K-Factor

S-25, S-36, S-48

$$\text{WTU} = \frac{\text{Enrollment x 12}}{\text{S Number}}$$

APPENDIX H

Faculty Obligation to Meet Classes

THE CALIFORNIA STATE COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

September 26, 1969

Individual Faculty Obligation to Meet Classes
Executive Order No. 79

This Executive Order is issued pursuant to Chapter IV and pursuant to Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of the California State Colleges.

1. The policy on Individual Faculty Obligation to meet Classes, attached to this Executive Order as Attachment A, is established for the California State Colleges effective this date.
2. FSA 69-70, which contains background material on this subject, is also attached.

Dated: September 26, 1969

/s/ Glenn S. Dumke
Glenn S. Dumke, Chancellor

No. 79 - Individual Faculty
Obligation to Meet
Classes

Policy on Individual
Faculty Obligation to Meet Classes

Effective on and after this date, each college president shall assure himself that his faculty maintains the highest professional standards and meets its assigned obligations to the students. Dismissal by an individual faculty member of his classes as a demonstration in support of a particular social or political movement shall be considered a violation of professional ethics and a failure or refusal to perform the normal and reasonable duties of the position, and Presidents shall institute formal disciplinary proceedings in such cases.

Attachment A

THE CALIFORNIA STATE COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

September 26, 1969 FSA 69-70

To: State College Presidents

From: C. Mansel Keene /s/C. Mansel Keene
Assistant Chancellor
Faculty and Staff Affairs

Subject: Individual Faculty Obligation to Meet Classes

BACKGROUND

The faculty has a specific and clear responsibility to protect the academic freedom of the students. This obligation is an acknowledged part of academic mores and has been restated by both the American Association of University Professors and the Academic Senate of the California State Colleges.

One aspect of the student's academic freedom is the right to pursue his course of studies in an uninterrupted manner and at an assigned time and place. The professor has the right and responsibility to control his own classroom, including the content and techniques of instruction, so long as he does not diminish the rights of his students. Charged with the responsibility for a particular class, he has the obligation to meet that class to further the students' academic goals.

It is recognized, that from time to time, individual faculty members may decide that particular classes should be adjourned to enable the student to participate in appropriate guest lectures, academic convocations, or special seminars. The faculty member must, in such circumstances, assure himself that such activity furthers the academic goals of the student in that particular class. He must be prepared to justify such dismissal, if called upon to do so. Dismissal of classes as a demonstration in support of particular social or political movements or goals does not fall in the above category. Such dismissal constitutes unwarranted and unprofessional interference with the academic freedom of the student, depriving him of his expected academic situation and forcing him to support political or social goals with which he may not sympathize. As one state college statement on students' rights and responsibilities notes:

> 'The student has the right to substantial presentations appropriate to the course. Unjustified failure of the instructor to meet his classes, or repeated lack of preparation which results in incompetent performance by the professor is a legitimate ground for student complaint."

CMK:pz

cc: Vice Presidents or Deans of Academic Affairs
Vice Presidents or Deans of Administration
College Personnel Officers
College Business Managers
Chancellor's Office Staff

APPENDIX I

Academic Advising Handbook

GENERAL STATEMENT

It is College policy to consider academic instruction and advising as complementary aspects of the educational process. Therefore, advising time is included in establishing instructional loads. Sufficient conference time, separate from that of office hours for students currently enrolled in classes, is made available for advisees through each advisement clearance center.

As a source of general information, the academic adviser needs to bring to each advisee a knowledge of the nature of a college education and the academic responsibilities of a college student. In this role he familiarizes the advisee with those campus services available to him. At the same time he recognizes that each student needs to feel free to introduce any problem of immediate concern. Thus, the adviser also needs to perform a valuable listening role.

As a source of specific information, the academic adviser needs to familiarize each advisee with requirements for general education, major and/or minor, graduation, types of employment to which the major in the adviser's department may lead, and organizations for students within the department or school. He jointly plans both short-range and long-range programs which will result in the fulfillment of the advisee's objectives at the College. He utilizes part of the time provided each term for advisement conferencing to assist the advisee in selecting first choice and alternate courses as a prerequisite for registration and verifying these courses by signature. He reminds the advisee of his responsibility for meeting course prerequisites, registration deadlines, and requirements for graduation, credential and/or graduate programs. Upon request, he writes letters of recommendation for advisees seeking employment, scholarships or other financial aid, or admission to graduate or credential programs.

OFFICE OF ACADEMIC ADVISING

To assist the adviser in providing services necessary to the fulfillment of the above objectives, the Office of Academic Advising has been established at CSCS. The Director of Academic Advising is appointed by and is responsible to the Vice President for Academic Affairs. The Office performs the following functions:

A. Upgrading advisement techniques and procedures so as to enhance two-way communication between adviser and advisee

   1. By communicating with new and continuing students

      a. Communicating purpose and procedures of academic advising to all new students who are receiving acceptance letters

      b. Assigning new undeclared freshmen and sophomore students to members of a cadre of general advisers and notifying clearance center and students.

      c. Acting as adviser for advanced placement high school students

      d. Acting as adviser (contact person) for Project Ahead students anticipating or on active duty in the Armed Services

      e. Providing college and community press releases concerning official advisement periods

   2. By providing in-service opportunities for new college staff members

      a. Providing an annually up-dated handbook on advising

      b. Providing training workshops for advisers

B. Providing each semester assistance to departmental clearance center secretaries by:

   1. Maintaining and supplying adviser Update Coding forms

   2. Receiving, verifying accuracy, and forwarding to ADP all departmental updating codings no later than three weeks prior to next semester printout.

   3. Serving as liaison for incorrect change of objective forms as received in Admissions and Records

4. Organizing and distributing the following to each center
    a. Advisement roster of all continuing students, their majors, and advisers
    b. Listing of the departmental majors
    c. Listing of the departmental majors by advisers
    d. Code sheets of all college advisers alphabetically and numerically
5. Organizing new advanced placement, undeclared, and unclassified student advising materials and forwarding them to appropriate centers
    a. Registration Request Forms
    b. Copy of Notice of Acceptance
    c. Transcript copies
    d. Evaluation (if available)

PROGRAM PLANNING AND REGISTRATION

The department chairman is responsible for assigning majors in his department to each adviser. The adviser then assists each student in the planning of his program at least once each regular term in the academic advising period.

During this period which is indicated in the catalog, each advisee schedules a conference with his adviser to plan his courses for the next term. The advisee is requested to bring with him a Trial Study List and his copy of a program planning form (if any). The adviser has available his copies of the advisee's file, catalog, and schedule of classes.

When the list of courses is mutually acceptable, a Registration Request form is completed by the student for the adviser's signature. This form is made available to the adviser through his secretary. Instructions for registration are included with each Registration Request form.

GENERAL GUIDELINES ON ADVISING

1. Acquaint yourself with all advisement materials: the catalog, the class schedule, and the file for your advisee.
2. Know the specific requirements for a degree in your field. (See the catalog for the year stated on your advisee's "Evaluation of Credit".)
3. Be familiar with the requirements for undergraduates in a credential program as stated in the front of the catalog.
4. Determine courses needed by the advisee to fulfill all General Education, major and minor (if required) requirements. Use your department program evaluation and course sheet, if available.
5. Develop together a list of other required and recommended courses to be taken for fulfillment of degree requirements.
6. Plan jointly each term's work in an advisement conference by reviewing your advisee's grade reports, discussing the schedule, completing an official Registration Request form, and noting the results in writing in the file.
7. Know how to refer your advisee for certain student services. Unless otherwise indicated, these are located in the Student Services area.
    a. Personal Counseling. Help for personal problems is readily available through the Associate Dean of Student Services. If an advisee exhibits an extremely serious problem, he can be referred directly from Student Services to an out-patient clinic.
    b. Testing. The test officer administers three types of standardized tests: aptitude and achievement, vocational, and temperament and personality. An undeclared advisee or one who is seemingly displaced or doing poorly in his major or minor should find the testing services helpful. The test officer will interpret test results as requested.

c. Placement. The Placement Officer assists your advisee in locating full or part-time employment.

d. Financial Aids. The Financial Aids Officer handles various federal, state and local loan funds, scholarships and grants. He also can help to obtain employment through the student assistant and work-study programs.

e. Student Health Services. The Health Center, Room C117A, provides emergency medical service to all students as part of their fees. The service consists of either emergency first aid or referral for emergency out-patient assistance.

8. Review with the advisee his "Evaluation of Credit" form prepared by the Admissions and Records Office following his application for graduation. This application should be made when two full semesters remain to complete requirements for this degree.

HELPFUL INTERVIEW TECHNIQUES AND PROCEDURES

1. Examine the available data (tests, grades, data sheets) before the advisee comes in.
2. Make the advisee feel at home and at ease with your accepting attitude, greeting by name, friendly conversation.
3. Listen rather than give your opinions to rapidly. Too many statements before the advisee can tell his story often arouse resentment. Remember that he has come to you; hear him out.
4. Be generous with your time. Many times an advisee has a hidden agenda which will come forth only after a discussion on routine matters is over.
5. Clarify the responsibility of the advisee and yourself early in the interview. Let him feel that you are there to help him work through his problem but not to decide how to register for him. Assisting the advisee to be self-directive and to recognize and accept responsibility are major objectives of advising.
6. Put yourself in the advisee's place by trying to view the situation as he sees it. Though the matter may seem minor to you, it may be of great importance to him, even though only momentarily so.
7. Be alert to emotional problems the advisee might have so that questions for information can be distinguished from questions which reflect confusion and disorganization. Recognize, however, that most of the students you see are well adjusted and have pretty good insight into their behavior. It is as easy to invent and precipitate problems as it is to overlook real underlying personality difficulties in students.
8. Make a suggested referral cautiously to sense the advisee's reaction to seeking help. If he does not feel that additional information is necessary at this time, simply indicate where the services are located should he decide later to use them. If the advisee indicates receptivity, you can assist him if he so wishes by phoning the appropriate center for an appointment.
9. Watch for opportunities to praise a deserving advisee. This action is a powerful morale booster.
10. Review the action that the advisee is going to take. This procedure assists the student in knowing you are concerned with his future.
11. Record the results of the conference. If you use a long-range planning sheet, see that the student's copy is updated with any changes in requirements in course work.
12. Encourage the advisee to drop in at any time before the next advisement period if he has questions about his program. Though a need may not arise, the advisee will remember this positive attitude and use the opportunity as necessary.
13. If an advisee has changed his major and completed an official Declaration or Change of Educational Objectives form, his file should be sent through the clearance center secretary to the new major department. If an advisee has come to you without a file, your secretary can determine its location by referring to the master advising roster or contacting the Admissions and Records Office.

APPENDIX J

Extension Instructor's Handbook

CONTINUING EDUCATION INSTRUCTOR'S HANDBOOK

ADMINISTRATION OF CONTINUING EDUCATION PROGRAM

The Continuing Education Extension Program is a self-supporting program administered under authority granted by Title V, California Administrative Code and other regulations approved by the Trustees of the California State University and Colleges and the local college administration and faculty. It is an integral part of the instructional program of the college.

AUDIT ENROLLMENTS

Persons eligible to register in extension programs may also audit courses on payment of the regular tuition fee, provided that any student who plans to take courses for credit be accommodated before space is opened to those who wish to enroll on an audit basis. A student may not change from credit to audit after the third meeting of the class. Registration cards must clearly be marked with the word "audit" in the space reserved for units taken.

COMPENSATION

There are two salary levels mandated by the California State University and Colleges:

a. Full Professor and Associate Professor, and
b. Assistant Professor and Instructor

In general, an instructor who is not a regular member of a college or university faculty is paid at the assistant professor-instructor rate.

Payment is based on the unit value of the course. The per unit reimbursement figure is determined annually by the Chancellor's Office. On variable unit courses--1-2, 3-4, etc.--the instructor will be paid on the basis of average number of units per registered student; for example, 1.3 or 3.5, etc.

When a course is taught by two or more instructors, the total salary is computed at the rate due as if the course were taught by one instructor and the total prorated among the members of the team in ratio to the time devoted to the class by each instructor and the academic rank of each. Only one salary, including guest lecturer and consultant fees, will be paid for a course. (See EXTENSION STAFF.)

The practice of using a "chairman of record" and listing the instructor as a guest lecturer will be a rare exception and only upon adequate justification as determined by the Department Chairman and the Director of Continuing Education.

Regular faculty members may not accrue more than six units of extension credit during an academic year, nor more than four units of extension credit during a semester.

COURSES

Courses offered usually originate with requests from school systems, civic, business, and professional groups. Faculty are urged to discuss proposals for courses with the Director of Continuing Education. Continuing Education and the department offering the course must jointly approve (1) the course, (2) the instructor, and (3) the resources required. Catalog courses will use the same catalog descriptions and numbers. Any changes in the proposed course and instructor status will be rerouted to those who signed the original approved form for their approval of the change. Any course, such as ART 4920 - Art Experiences for Teachers, which falls into two schools or departments, must be approved by both department chairmen and deans. The same academic standards apply in extension as in similar courses offered on campus. (Note COURSE TITLES AND NUMBERS.) All forms must be fully completed prior to approval.

COURSE PROPOSAL DEADLINES

Since virtually all extension courses require advance publicity, all course proposals for regular extension courses must be submitted at least six [illegible] weeks prior to the beginning date in order to prepare and mail the publicity. For contract courses [illegible]ses for which no publicity is required, the deadline is three (3) weeks prior to the beginning date.

The instructor's vita and transcripts must be on file at California State College, Stanislaus prior to approval of the course.

COURSE SIZE - MAXIMUM

Each course chairman is asked on the course proposal form submitted to indicate the maximum class size. This maximum should be the maximum for this type of class in the regular session: C1, unlimited; C2, 40; C3, 30; etc. The instructor may at his discretion, exceed this maximum up to 10. If, however, 10 or more students above the maximum want to enroll, please take their names, addresses, and telephone numbers so they may be contacted. Depending upon circumstances, a second section of the class may be set up, the course may be repeated at a later date, or additional personnel may be employed.

COURSE SIZE - MINIMUM

A minimum of 25 enrolled students in a course section, regardless of the rank of the instructor, is required for a class to continue beyond the second class meeting. Additional costs such as travel, supplies and services, etc., raise this figure. The overhead charge is a business expense of the Office of Continuing Education and figures as part of the course offering cost. Exceptions must be authorized by the Director after appropirate consultation.

COURSE SYLLABUS AND TEACHING MATERIALS

Each instructor will, at the request of the department chairman, provide the Director of Continuing Education and the chairman of the department a course outline, prospectus, and bibliography to be approved by the department chairman before the course begins.

Orders for books and teaching materials should be placed with the Bookstore as soon as possible after course approval. There are three ways in which the student may obtain textbooks and materials.

1. The instructor may take books and teaching materials to his class on consignment from the KIVA Bookstore and may sell them to the students. The student's check for books and/or materials should be made out to the KIVA Bookstore.

2. The instructor may elect to have the students order their books and materials using mail order cards. These cards will, upon request of the instructor, be enclosed in the registration packet. A charge of 50 cents is made for this mailing service.

3. Students may purchase books and teaching materials at the Bookstore.

COURSE TITLES AND NUMBERS

In most cases extension courses are offered to meet special needs not met by the regular on campus program.

Course numbers are classified as follows:

1 - 999	Sub-collegiate.
1000 - 2999	Lower division courses designed primarily for freshmen and sophomores.
3000 - 4999	Upper division courses designed primarily for juniors and seniors. May be taken by lower division students with the instructor's permission.
5000 - 5999	Graduate courses for advanced degrees. Open only to qualified graduate students.
6000 - 6999	Postbaccalaureate professional courses, not applicable to baccalaureate or graduate degrees.
8000 - 8999	Courses not applicable to baccalaureate or advanced degrees. These courses are often unique in format, experimental in content, and provide opportunities to pursue intellectual, civic, and cultural interests. Includes non-credit courses.

Special course numbers:

4920 and 6920	Workshops
4940, 5940, and 6940	Fieldwork
4950 and 5950	Selected Topics
4960	Senior Seminars
2970, 4970, 5970, 6970	Winter Term Courses
4980, 5980, and 6980	Individual Study
4990 and 5990	Thesis

CREDIT

The maximum credit for extension courses which may be allowed toward the bachelor's degree is 24 semester units.

Extension courses may contribute unit and subject credit toward fulfillment of degree and/or credential requirements within the limits stated in the College Catalog and further qualified by the department and the state agency involved.

EXTENSION STAFF

Instructors of extension classes are in a very real sense field representatives of the college. Instructors are primarily recruited from the resident faculty.

When the college is unable to staff courses with resident professors, other qualified instructors may be employed with the approval of the appropriate department chairman and dean. Individuals who as part of their regular employment directly supervise personnel enrolled in a class are not eligible to instruct them.

After a class is advertised, it is the instructor's responsibility to meet the first scheduled class regardless of the number of students enrolled.

In a regular extension class, only one salary payment will be made for teaching services. If the individual being paid desires guest lecturers, the instructor is responsible for the fee involved. Otherwise, double payment is being made. This will not exclude the use of guest lecturers in large conferences and workshops.

If a class has over 50 enrolled students, funds remaining after the overhead and other costs are deducted may be available for other services such as section leaders, student assistants, etc., on a justification basis.

The employment of guest lecturers or substitute instructors must be approved and processed through the Continuing Education Office prior to the beginning of the course. The maximum remuneration that will be paid to guest lecturers, with less than a national reputation, will be $100 per eight-hour day, to include all travel and per diem costs. For less than an eight-hour day, the remuneration will be prorated. An instructor who plans to have paid guest lecturers speak to his class must request guest lecturer forms from the Continuing Education Office. These forms must be completed and approved prior to the guest lecturer's appearance. The "chairman of record" or instructor is responsible for any cost incurred if prior written approval is not obtained from the Office of Continuing Education. Unpaid guest lecturers need only be listed in the course proposal outline.

FIELD TRIPS

Field trips may be scheduled as part of the total instructional program. Transportation of students is a private expense. The instructor's travel is paid by the State of California.

Insurance (Education Code Section 3152) covers students for travel directly related to a college course.

The following procedure is established to arrange for classes or groups to go on field trips:

Approval for a field trip must be obtained from the department chairman and Director of Continuing Education before it is announced. The approval request should include:

- a. Department, number, and title of class.
- b. The names of participating students.
- c. What part of the day or days the students will be gone.
- d. The place to which the field trip is to be taken.
- e. A brief statement of the purpose of the trip.

GRADING

Grades will be recorded by the instructor on the Official Class Roster and Final Grade Report which will be provided by the Admissions and Records Office. Upon completion of the course, a grade is to be written in ink or typed opposite each name listed on the original copy of the Class Roster. The original copy of the Class Roster and Final Grade Report is to be returned to the Office of Continuing Education within 72 hours after completion of the final class or receipt of the Final Grade Report, whichever is later. The duplicate copy is to be retained by the instructor for his record. The Admissions and Records staff will prepare the grade reports and mail them to each student concerned.

GRADING SYSTEM

Academic Grades

A - Excellent.	Student has demonstrated a high level of competence in meeting course objectives. Four (4) grade points per unit of credit are awarded.
B - Good	Student has demonstrated a more than satisfactory level of competence in meeting course objectives. Three (3) grade points per unit of credity are awarded.

C - Satisfactory . . .	Student has demonstrated a satisfactory level of competence in meeting course objectives. Two (2) grade points per unit of credit are awarded.
D - Unsatisfactory . .	Student has demonstrated only a barely passing level of competence in meeting course objectives so that it is not necessary to repeat the course for credit. One (1) grade point per unit of credit is awarded.
F - Failure.	Student has not demonstrated a minimally passing competence in meeting course objectives. Credit is not merited. Zero grade points assigned.
CR - Credit.	Student has demonstrated at least a satisfactory "C" level of competence in meeting course objectives (at least "B" level in graduate courses). Not used in grade point average calculations.
NC - No Credit	Student has not demonstrated minimally satisfactory competence in meeting course objectives. Credit is not awarded. Not used in grade point average calculations. Zero grade points assigned.

Administrative Symbols

I - Incomplete Course.	Student has not completed course requirements due to reasons beyond his control. Reverts to NC if not removed by the last day of the second following semester except when an extension of time by a student-initiated petition has been approved. Not used in grade point average.
RD - Report Delayed. .	No grade reported by the instructor. Symbol will be replaced by an appropriate academic grade as soon as possible. Not used in grade point average.
W - Withdrawn from Course	The "W" carries no connotation of quality of student performance and is not used in grade point average.
SP - Satisfactory Progress	Indicates a term of satisfactory progress in a course or activity which may require more than one term to complete (e.g., master's thesis). Not used in grade point average.
AU - Audit	Enrollment in a class for purposes of instruction only. No Credit. Not used in grade point average.

LATE PAYMENT

Tuition and all fees for courses meeting four times or less must be paid at the first class meeting. Students enrolling in courses meeting five times or more may enroll without penalty if the fees are paid at the second class meeting. If payment of tuition is postponed until the third class meeting, a $5 late registration fee is required. Students who do not pay fees are not allowed to remain in class beyond the third meeting. Instructors must call roll to ascertain who is present and to determine those persons, if any, who have not paid tuition and are accordingly not officially registered. Any discrepancies must be brought to the attention of the Continuing Education Office immediately.

LIBRARY PRIVILEGES

All extension students are entitled to campus library privileges for the period of the course. To secure a courtesy library card, the student should apply to the Circulation Desk in the Library. (Additional information about library policy is available to instructors in the Library Manual for faculty members, which may be requested.)

REGISTRATION OF EXTENSION STUDENTS

Unless otherwise indicated, each instructor is to register his own extension students.

The instructor will distribute registration cards during the first meeting. The exact course title, term of the course, number of units, and class identifier number should be written on the chalkboard as a model for the students. The instructor should explain the procedure of filling out the cards in full. Please inspect each card to be sure all information requested is present. The instructor will ask each student to enclose full payment of fee by check, money order, or BankAmericard in the envelope provided. The cards, together with a check or money order payable to California State College, Stanislaus, are placed in the packet and collected by the Instructor and turned in to the Business Office Cashier no later than the next working day.

Since the registration forms cannot be processed without payment of fees, no packet should be collected without payment. The instructor should keep an informal class roster until an Official Class Roster, based on fees paid, is received from the Admissions and Records Office. He should then verify his informal list with the Class Roster. Any discrepancies should immediately be brought to the attention of the Admissions and Records Office and the student, as appropriate.

Extension students are required to pay by BankAmericard, check, or money order to relieve the instructor of liability for cash collections. Instructors are advised not to handle cash. Instructors who do collect cash tuition act as agents of the student rather than the college.

Only upon request will the Cashier's Office prepare and mail an official receipt to the student. Students may only receive a grade for the class and for the number of units for which they are officially enrolled.

REPORDUCTION SERVICES

The Continuing Education Office will prepare multilith masters and reproduce a limited amount of materials for class distribution if orders are placed at least two weeks in advance of need. Continuing Education does not have facilities to reproduce large quantities of material, but does provide as much supporting clerical service as possible. The Continuing Education Office reproduces material only by multilith; it has no ditto machines.

STUDENT ASSISTANTS

Should an enrollment of 50 or more in a single course section be secured, the instructor may apply to the Director of Continuing Education for approval of a reader, or "student assistant," who shall be compensated at prevailing college academic department rates. The term "student assistant" applies only to students officially enrolled on campus; others may be hired as temporary help. Be sure to ask the Secretary of Continuing Education for the necessary forms if you are authorized to obtain student assistants or technicians.

SUPPLIES

Students are expected to pay a special materials fee in courses using large amounts of expendable supplies. When necessary, such fees will be part of the course tuition. The instructor is not authorized and should not directly purchase supplies or equipment, nor incur any financial liabilities for Continuing Education.

TELEPHONE CALLS

All necessary calls to Continuing education may be made on a "collect" basis, station-to-station. The number is 209-633-2111.

TIME STANDARDS

Lecture courses must meet for 750 instructional minutes for each semester unit of credit. Appropriate "break" time (10 minutes per hour of instruction) must also be scheduled.

TRANSPORTATION/MILEAGE

Official transportation will be made available for instructors living in the immediate vicinity. If vehicles are not available or if the instructor does not live in the immediate vicinity, private or public transportation may be used. In this case, reimbursement will be made in accordance with the travel regulations established by the state. Mileage will be paid on the basis of the shortest usually traveled distance between the two points. Each instructor is an employee of the college. It is for this reason that the State Controller will not pay travel from home to the college. On the other hand, they have ruled that where a trip is begun or finished at the claimant's home, the distance traveled shall be computed from either his headquarters (the college) or home, whichever results in the lesser distance.

Salary will be presumed to cover meals unless travel necessitates overnight housing.

If needed, the instructor will be provided with Automobile Mileage Record forms. One form should be filled out after the last class meeting each month and mailed to the Office of Continuing Education. The secretary will transfer this information to Form 262, the mileage claim, and return it for the instructor's signature and return. The signed copies are then forwarded for processing by the Business Office.

Mileage checks are usually mailed monthly from Sacramento.

TRANSPORTATION OF STUDENTS

When travel is required, students will provide their own transportation. Transportation of students by state vehicle is not authorized, except when students are incidentally accompanying the instructor.

VISUAL AIDS

Please do not order audio visual materials on a rental or purchase basis from any source other than the college's Audio-Visual Services Office. Orders should be submitted through the Continuing Education Office as far in advance as possible, but at least 48 hours prior to the time needed. Equipment must be returned the following day.

WITHDRAWAL AND REFUND

Withdrawal is accomplished by completing a Request for Program Change or Withdrawal Card which may be obtained from the instructor or the Admissions and Records Office. When a student withdraws after the third class session, the instructor must assign an appropriate grade.

The student is responsible for sending the Withdrawal Card to the Admissions and Records Office. The official date of withdrawal is the date the card is received in the Admissions and Records Office. Withdrawals are not accepted during the last week of instruction.

To obtain a refund of the class fee, the student should submit a Withdrawal Card, in person or by mail, to the Admissions and Records Office.

FEES WHICH MAY BE REFUNDED. The following fees may be refunded.

The entire extension course tuition fee if the campus discontinues the course; or, if the student withdraws from the course, a portion of the extension course tuition fee according to the following schedule:

Withdrawal after paying fees but before the first class session

All fees.

Withdrawal on or after the first class session

Courses of five meetings duration or longer, 65% of fees collected until 25% of the course time has elapsed, after which no refund.

Courses of four meetings duration or less

No refund.

The time of withdrawal shall be determined by the date on which the campus office designated for the collection of such fees receive written notification of the student's withdrawal, or by the postmark date on such a mailed notification, whichever first occurs.

There are no refunds to students participating in contract courses.

APPENDIX K

Library Manual for Faculty Members

INTRODUCTION

This manual will introduce you to the Library of California State College, Stanislaus. It will tell you some of the things that you need to know about the Library, but it is not intended to be comprehensive. We want you to come to the Library, to ask questions and to make suggestions. A good library must meet the needs of its clientele, and the best way that this can be done is for the librarians and the clients to talk and work together.

The librarians will be happy to assist you in the use of the Library, the selection of library materials, and preparation of bibliographies, and teaching your students about the use of the library.

We will process your requests for new library materials as fast as possible, and borrow materials from other libraries whenever it is necessary. We shall do our utmost within the means provided to give excellent service and to acquire the best materials. Your help and understanding will be greatly appreciated.

R. Dean Galloway

Library Director

LIBRARY STAFF

		Phone Extension
Library Director	R. Dean Galloway	232
Secretary to the Library Director	Betty Smith	232
Bibliographer	Bob Santos	236
Head of Technical Services	Peter C. Mollema	340
Head Catalog Librarian	Agnes Bennett	404
Catalog Librarian	Priscilla Peters	240
Catalog Assistant	Edna Metcalf	404
Catalog Clerks	Lydia Garcia	404
	Mary Garcia	404
	Dorothy Gwinner	404
Documents Assistant	Venice Yates	404
Serials Assistant	Anita Domries	135
Serials Clerk	Margaret Jarboe	135
Acquisitions Assistant	Betty Hedgpeth	135
Acquisitions Clerk	Gailya Carroll	135
	Sylvia Worthy	
Head of Public Services and Assistant Library Director	J. Carlyle Parker	232
Reference Librarians	Paula Crawford	232
	Linda Redd	232
Circulation Assistant	Vicky Knutson	234
Circulation Clerks	Olga Camarillo	234
	Jane Johnson	234
	Virginia Smith	234

SCHEDULE OF LIBRARY HOURS

Monday-Thursday	7:30 a.m. - 10 p.m.
Friday	7:30 a.m. - 5 p.m.
Saturday	9 a.m. - 5 p.m.
Sunday	1 p.m. - 9 p.m.

SUMMER SESSION

Monday - Friday	7:30 a.m. - 5 p.m.

THE LIBRARY

The library is located on the second floor of the two-story building which stands at the end of the pool at the Monte Vista entrance of the campus. It was completed in 1965 and contains the library collection of 160,000 volumes and about 2,800 periodicals. Additional materials in the collection include documents, pamphlets, microforms, curriculum materials, and maps. The library seats 360 readers; it is air-conditioned and fully carpeted.

ORGANIZATION

The Library is administered by the Library Director who is directly responsible to the Vice President. He is assisted in matters of policy and administration by faculty representatives who serve on the instructional Services Committee of the Faculty Senate.

Authority for the library services is delegated in the following way:

Head of Public Services and Assistant Library Director (Parker). Responsibility for the Public Services Division which includes circulation, reference, shelving, seating, interlibrary loan, California documents, pamphlets and Curriculum Library.

Head of Technical Services (Mollema). Responsibility for the Technical Services Division which includes acquisitions, cataloging, and classification, processing, and maintaining the card catalog and serial record.

Bibliographer (Santos). Responsible for collection development.

LIBRARY COLLECTION

The Library contains a variety of types of printed, manuscript, and pictorial materials. These materials are for the most part arranged on open shelves according to the Library of Congress classification. There is a special documents collection of publications of the State of California and the United States government, both of which are received on a selective depository basis so that the titles in about 1,500 major series are received automatically as soon as they are published. The Library also contains a Curriculum Library and a model collection of children's literature. Rare and unusual library materials, such as many of the books that were a part of the Kennan H. Beard Collection, are kept in a locked room. These materials may be seen and used upon request.

Special Collections. Special collections are being developed in subjects that relate to the history and culture of our local area, such as the Scandinavian immigrants, Assyrians, Mother Lode history, California Indians, etc. Some important manuscript materials in these subjects have already been acquired by gift from local citizens who are interested in preserving historical materials in a place where the materials can be safely kept and used. Other important local materials have been located and microfilmed.or indexed. The Library, therefore, has information about supplementary materials that are not in the collection.

Other special collections include paperback books for recreational reading, corporation reports, and current college catalogs.

Faculty Publications Collection. A collection of all the publications of California State College, Stanislaus faculty members is maintained in the Library. Every faculty member is urged to deposit one copy of each of their published writings in the Library. The Library will photocopy short articles when no other copies are available. Even if no copies are available, please send the bibliographic information about the publications.

On July 1, 1975, the library collection contained the following materials:

A. Books		
	General	141,922
	Children's	2,230
	Microfilm	1,512
	Microcards	4,993
B. Periodicals		
	Bound Volumes	6,201
	Microfilm	11,639
	Microcards	1,741
	Subscriptions	1,900
C. Newspapers		
	Reels of Microfilm	3,999
	Subscriptions	25
D. Curriculum Materials		
	Courses of Study, etc.	4,864
	State Texts	1,799
	Publishers' Exhibit	744
	Microfilm	815

Plus uncounted government documents, paperbacks, corporation reports, current college catalogs, and several sets of microforms such as ERIC (over 100,000 volumes), HRAF (over 5,000 volumes), LIBRARY OF AMERICAN CIVILIZATION (12,474 volumes); and CATALOG OF SELECTED DOCUMENTS IN PSYCHOLOGY (985 volumes).

CARD CATALOG

The index to the library collection is the card catalog. It contains entries arranged in one alphabetical order, word-by-word, for the following items:

1. Authors of all books in the library and those on order. Children's books are listed in a separate catalog.

2. Titles of serials, periodicals, documents series, and some books.

3. Subjects of most books, pamphlet files, some documents series, and some Curriculum Library files.

Detailed library holdings of periodicals, serials, documents and curriculum materials may be found in tub files. Reference to these files is made in the card catalog by use of the phrase "For more information ask a librarian" stamped on the appropriate cards.

REFERENCE SERVICE AND LIBRARY INSTRUCTION

Reference Service. A professional librarian is on duty during most library hours to answer reference questions and to assist in the use of the library. During the remaining hours a librarian is available by telephone to answer questions and to come into the library if necessary. When the library is closed emergency reference service is available by calling 634-9473 or 632-0163.

Library Instruction. Librarians are available to lecture to classes on the use of the library, on special subjects and forms of library materials, and on bibliographies and reference books of subject fields. Requests for formal instruction of this type should be made by the regular classroom instructor to the Head of Public Services (Mr. Parker). There is also a regularly offered course (MDIS 20[illegible]0) on general library instruction. HIST 2900 and PSCI 2900 are also available for history and political science majors to develop skills in the use of the library.

Master's Thesis Bibliographies. Reference librarians will assist graduate students in the form of citations in footnotes and bibliographies as well as in the search for information about their thesis topics.

Bibliography Preparation. Reference librarians will, when requested, assist instructors in the preparation of bibliographies for distribution to classes. Regardless of who prepares these bibliographies, they should be checked against the library holdings to make sure that the Library has all of the titles listed. A copy of all class bibliographies and reading lists should be sent to the Head of Public Services to aid the reference librarians in their services to students.

Faculty Interest File. A file which lists faculty interests is maintained in the library for the purpose of providing faculty members with the library materials needed for their research or teaching. Each faculty member is requested to notify the Library Director of his special interests. One of the Librarians will be assigned to assist the faculty member in obtaining research materials and informing him of new publications in the fields of his special interests.

Microform Readers. A large collection of microfilm and microcards and the readers for them are available for use in the Library, and some readers are available for short-term loan. Photocopies of microfilm may be made for a fee of 5 cents per sheet.

Photocopies. Photocopies of books or other library materials may be made for a fee of 5 cents per sheet. Inquire at Circulation Desk.

AUDIO-VISUAL MATERIALS

Films and Filmstrips. The Audio-Visual Center, which is not related to the Library, has a collection of 16 mm films. It also obtains many other films by borrowing or renting from off-campus sources. The filmstrip collection contains over 450 titles. A catalog of these films is available in the Audio-Visual Center.

Special Audio-Visual Collections. Because of the decentralization of all audio-visual materials other than films and filmstrips, a number of special collections have developed in the instructional departments. The Fine Art Department has a collection of slides, statuary and prints. Phono-record collections are held by the Music, Communications Arts and Sciences, English, and History Department. The History Department also has a collection of maps and charts. Persons interested in these materials should consult the appropriate department chairman.

RULES AND REGULATIONS FOR FACULTY

1. The faculty may borrow library materials that are needed for instructional purposes, for the academic year. With this privilege, however, goes a duty to return any of the materials promptly when requested by the library. These materials should not be kept longer than needed.

2. Faculty wives and other members of the family may borrow library materials until the end of the term unless someone else requests them. These persons should request permission to borrow materials and fill out a borrower's card.

3. Fines will not be charged to faculty members or their wives, though they may be requested to replace lost or damaged materials at cost to the library.

4. Current issues of periodicals used for display, bound volumes of periodicals, reference books, maps, college catalogs, local history materials, microfilms, reserve library materials, and a few other materials that are for overnight use should be returned by 9 a.m. of the following week day, unless other arrangements have been made.

5. Current issues of periodicals may be automatically routed to faculty members who request them. Request Requests should be limited, however, to specialized journals that a faculty member needs to keep abreast of his field. General and popular periodicals, such as Time, Harpers, and Atlantic Monthly, should not be requested, because they will be displayed in the library and circulated for overnight use only. Some specialized periodicals will be displayed, but they may be routed to faculty members before being placed on display. Renewals of these periodicals should not be requested until after the display period.

   The loan period for periodicals that are routed to faculty members is two weeks from the Friday following the date of the loan. Overdue notices will be sent. If the periodicals are not returned or renewed within 48 hours after the second overdue notice has been sent, the routing service to that faculty member will be discontinued.

   Faculty members may route periodicals to their colleagues, but the person charged with the periodical is responsible for its return at the end of the two week loan period. During the summer, the routing service will only be continued for faculty members who request that it be continued. If a faculty member is interested in this service he may submit to the Head of Public Services a list of the periodical titles he would like to have routed to his office.

RULES AND REGULATIONS FOR STUDENTS AND NON-FACULTY

1. The College Library is open to any scholar who is interested in using the library for the purpose of doing research at the college level. Borrowing privileges may be granted to such persons at the discretion of any librarian.

   Borrowing privileges are available to students enrolled in the Extension Division and to supervising teachers.

   High school students, other than faculty children, may use the library only if they are enrolled in the college, or present a completed Interlibrary Courtesy Form, or have special permission from any librarian.

2. Most library materials may be borrowed from the library for the entire term. Exceptions are local history materials, reserve library materials, reference books, maps, college catalogs, microfilms, periodicals on display, bound volumes of periodicals, and a few other materials that are designated for overnight use or use in the library. Students must show their student activity cards and employees must identify themselves when borrowing materials. All borrowers are encouraged to return materials as soon as they are finished with them.

3. Fines will be charged for library materials which are not returned at the time they are due. The following rates are established for all California State University and Colleges:

Term loans	15 cents per day
Two-hour and Overnight loans	25 cents per hour
One, Two, Three day, and One week loans, and Recalls	25 cents per day

4. Overdue notices will be sent following the close of each term. If the material is not returned after two weeks, a second notice will be sent. A third notice, which will be sent two weeks later, will be a notice to replace the book and will be sent to the Business Office for collection. Overdue notices for reserve and overnight materials are sent out immediately. Grades and transcripts will be withheld and registration denied until the library record is cleared.

5. Lost or damaged library materials must be either replaced or paid for. A fee of $5.85 in addition to the cost will be charged, to reimburse the library for the cost of replacement.

6. The library may recall circulating materials at any time. Materials which are in circulation and are requested by a student are subject to recall after two weeks use. Items not returned within three days after being recalled will be considered overdue.

7. Library users must show all books and other printed materials in their possession, at the Circulation Desk when they leave the library. This includes showing materials in brief cases, binders, etc.

THE RESERVE LIBRARY

Types of Materials on Reserve. Materials placed on reserve should be kept to a minimum. Please insure that they will be used by making definite assignments in them. Reserve materials should not be placed on reserve until they are ready to be used because the reserve status limits their use.

*See page K11 for more information on "Reserve Library."

OTHER LIBRARY RESOURCES

Interlibrary Loan. The purpose of interlibrary loan is to make available for research and serious study materials which are not a part of our collection. This service is available to all students, and every effort will be made to obtain the materials for them.

The Library is regulated and governed in the operation of this service by the "A.L.A. Interlibrary Loan Code", and "The California State Library Interlibrary Loan Procedure Manual". The service that other libraries extend to us is provided as a courtesy, and not a duty. We must abide by their rules and show our appreciation by taking special care of the materials, and returning them promptly when they are due. Borrowing on interlibrary loan of current fiction; books for a trivial purpose; books in print which can readily be purchased and for which there is a natural demand in our library; and materials for general circulation or for reserve book use is prohibited.

Forms for requesting materials on interlibrary loan may be obtained in the Library.

Central Association of Libraries. The books and journals held by more than twenty other libraries in the Stanislaus-San Joaquin County region are now available to the users of Cal-State, Stanislaus Library. We can request the loan of any book or issue of any journal that is held by the other libraries and receive it within a two-day period even if it is bound or on microfilm. This cooperative arrangement triples the number of titles that are available to our users and greatly increases the depth of the holdings for the titles that we have. The libraries of the University of the Pacific, Stockton-San Joaquin Public Library, and several medical libraries are among those participating.

Libraries of the California State University and Colleges. Materials may also be borrowed from libraries of the California State University and Colleges on interlibrary loan. A Union List of Periodicals and a Union List of Newspapers on Microforms for these libraries is available at the circulation desk to facilitate the borrowing of Journals.

University of California Libraries. Resources of the University of California Libraries are available to all faculty members of all institutions of higher education in California accredited by the Western College Association. Provision is made for three kinds of use:

1. Reference privileges are available to all faculty members of such accredited institutions at all University of California campus libraries.

2. Interlibrary loan privileges are available to all faculty members of accredited institutions through their own libraries from the University of California libraries, subject to the rules of the lending library.

3. Borrowing privileges without fees are available to all faculty members, except student-faculty members, of all accredited institutions of higher education in California at all University of California libraries. Each fauclty member may obtain a library card directly from the library he proposes to use upon presentation of a letter of identification from the head of his institution or an officer designated by the latter. The privileges consist of in-person withdrawal of material for personal use, for the regular loan periods of that library (e.g., usually two or three weeks for books from the general collection; shorter periods or in-library use for reserve and reference materials) and access to the main book stack. The borrower is subject to that library's standard overdue fines and replacement charges,

Stanislaus County Law Library. The Stanislaus County Law Library contains a number of library materials which supplement our collection. The materials are available to students and faculty for use in the library. The library is located in the County Office Building and is open from 8 a.m. to 5 p.m., Monday through Friday.

The materials in the law library which are of particular interest fall into two categories, as follows:

a. Supreme Court Reports - California

b. Legal periodicals, e.g. Harvard Law Review, Stanford Law Review, Southern California Law Review, etc. There is also a complete set of the Index of Legal Periodicals.

Turlock Public Library. Recreational reading materials and children's books are available to CSCS faculty members and students at Turlock Public Library. Many items that are not available in the local library will be ordered from the Stanislaus County Library or the 49-99 Cooperative Library System.

Stanislaus County Department of Education Library. The professional library of the Stanislaus County Department of Education is available to all teachers and student teachers. It contains several thousand books, pamphlets, and other materials for teachers. Over 100 professional journals are recieved regularly by the library. Most of the materials can be checked out for a period of four weeks. The library is located at County Center #3, 2115 Scenic Drive in Modesto.

Stanislaus County Medical Library. CSCS students and faculty may use the Stanislaus County Medical Library at Scenic General Hospital, 830 Scenic Drive, Modesto CA 95350. The collection is very useful in the medical aspects of speech pathology, physiology, and psychology. Its services include reference help and the use of the MEDLARS network to obtain materials that are not in the collection. The Library is open from 8 a.m. to 5 p.m. on weekdays. Persons wishing to use the Library should telephone 526-5250 before going there.

LIBRARY ACQUISITION POLICY (General Faculty Resolution 5/3/62; Approved by President 5/9/62)

It shall be the policy of the California State College, Stanislaus Library to acquire the library materials that are needed to accomplish the following:

1. Give effective strength and support to the educational program of the college.
   a. To meet the full curricular needs of the undergraduate student, and
   b. To provide properly for the demands of the graduate students in each field in which the institution offers the Master's Degree.
2. Give effective and authoritative reference service.
3. Keep the members of the faculty abreast of the latest advances in modern scholarship, and to assist them in their professional growth.
4. Represent the heritage of civilization in standard works of literature.
5. Arouse the intellectual curiosity of the students.
6. Provide for the general reading interests of the students and faculty, and satisfy their recreational reading needs, in so far as this does not duplicate materials readily available in local libraries.

Further, it shall be the policy to

1. Limit the number of copies of a given title to one, unless a sound justification for additional copies is presented and approved by both the instructional department and the Library Director.
2. Permit the purchase of duplicate copies of certain reference books and other library materials for use in faculty offices and laboratories subject to the following conditions.
   a. The library copy should be used whenever possible instead of purchasing a duplicate.
   b. The request should be justified to the satisfaction of the Library Director, or failing that, to the satisfaction of the Instructional Services Committee.

Office Copies. Office copies of books may be purchased with departmental funds. The orders are placed and the books are processed by the Library. They are then charged to a faculty member on indefinite loan. Unless specifically requested otherwise, the books will be subject to recall. An inventory notice will be sent in the Spring Semester of the year for all books charged to a faculty member.

LIBRARY BUDGET 1975-76

1. Books - $120,000. Library book funds are allocated to disciplines according to the procedure established by the General Faculty in Resolution 31, 1961/62 as amended December 6, 1966 (See page K9.) Book order requests should be made according to the procedure on page K10 of this manual.
2. Microfilm, Microprint, and Backfiles of Periodicals - $10,000. The limited space and limited budget require that microform materials be used whenever possible. It is our policy to acquire and maintain back issues of most periodicals in this form. Requests to purchase these issues of most periodicals in this form. Requests to purchase these materials should be made to the Bibliographer.
3. Periodical Subscriptions and Memberships - $54,000. About 2,400 periodicals are now received regularly. A list of these is available in the Library. Requests for new subscriptions will be accepted according to the procedure on page K11 of this manual.

4. Curriculum Materials. The Curriculum Library consists of courses of study, curriculum guides, school textbooks, and printed teaching aids. Requests to buy such materials should be made to the Bibliographer.

5. Pamphlets and other materials. There is no specified amount in the budget for pamphlets, maps, etc., but requests to purchase these materials should be made to the Bibliographer.

ALLOCATION OF FUNDS FOR LIBRARY PURCHASES (Approved by the Faculty Senate and the President, December 6, 1966)

Resolved that the following procedure shall govern the allocation of funds for library purchases of books, periodicals, pamphlets, etc.

1. The Library Director shall find total of all budgeted funds for the purchase of library materials less the amount required to continue periodical subscriptions*.

2. 33 1/3 per cent of the total shall be allocated to the library staff for general library purchases.

3. The remaining 66 2/3 per cent shall be allocated to the departments on the following basis:

   a. Each department shall submit to the Library Director a statement on the amount of money that the department will need for library materials for the year including a justification based on the library acquisition policy for the department. Justifications shall consist of statements relating to the bibliographies that were used, the library holdings, the number of new titles being published, the cost of requested items, the use of the materials that is expected. The library staff will assist the faculty in the preparation of these justifications. Justifications shall be related to authorized courses and groups of courses. Requests shall be grouped in the following priorities:

      (1) Materials for new courses authorized for the approaching academic year. These shall consist primarily of standard works, monographs reflecting the best recent work in the field, original documents, and important periodicals.

      (2) Materials for courses demonstrably weak in supporting materials.

      (3) Long range programs, including development of research strength in specific areas, which have been endorsed by the Educational Policies Committee and approved by the President.

      (4) Other purchases.

The statement should include specific items as follows:

(1)	Books	No. of Volumes	Estimated Cost
(2)	Subscriptions	List of New Titles	Estimated Cost
(3)	Back Files of Periodicals	List of Titles & Years	Estimated Cost
(4)	Others	Description	Estimated Cost

   b. The Library Director shall prepare a list of recurring expenditure items by department with the following information:

(1)	Book Fund	Estimated Cost
(2)	Non-book Items	Estimated Cost

   c. The Library Director shall add the departmental statements to the total of the amounts needed for recurring expenditures, except for continuing periodical subscriptions.

   d. If the grand total is below the total amount to be allocated, the remainder shall be reserved for expenditures by departments. Justification should be given for purchases from this remaining amount.

   e. If the grand total exceeds the amount to be allocated, the Library Director will review the departmental statements and recurring expenses in meetings with the department members in efforts to reduce the amount needed.

   f. The final allocation shall be approved by the Instructional Services Committee.

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*The amount required to continue periodical subscriptions shall be set aside and not allocated. New periodical requests shall be charged to the department allocations for the first three years, after which time the subscription will be maintained by this general periodical fund.

ALLOCATION OF FUNDS FOR PURCHASING LIBRARY BOOKS 1975-76

The allocation for 1975-76 can be obtained from the library coordinator or the chairman of each department.

Deadlines. In order to insure that all of the budget is spent by the end of the fiscal year the following deadlines for discipline requests are established.

January 9, 1976 - 50 percent of the allocated funds must be spent by each discipline.

April 9, 1976 - 100 percent of the allocated funds must be spent by each discipline.

Reports will be issued periodically to the Department Library Coordinator. No personal accounting will appear on the report as the Library does not keep such records. Check with the Department Library Coordinator or the Department Secretary for that information.

After the deadlines, unexpended allocated funds will revert to the General Fund to be spent for general library purchases.

BOOK ORDER REQUESTS

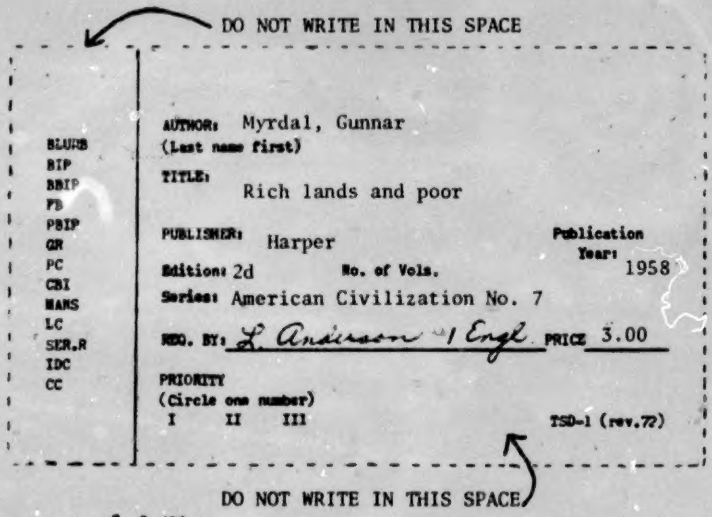
General Instructions

1. Obtain forms in the library.
2. Fill in and sign the forms. Have department secretary type them, if practicable.
3. Check requests against the card catalog, by author. We may already have the book.
4. Submit requests to the Department Library Coordinator or to the Bibliographer (Santos).

Completing the Form

1. Show on forms the following items, if known:
   - a. Author (last name first)
   - b. Title
   - c. Publisher
   - d. Date of publication
   - e. Series
   - f. Price
   - g. Edition (i.e., 2nd revised, cloth bound, etc.)
   - h. Number of volumes (if a set)
   - i. Number of copies that you wish to order. If more than one copy is ordered, write justification on back of card.
   - j. Name of person requesting.
   - k. Source of information on title (may be put on back). If this order is from a blurb or a dealer's catalog, send it along with the card.
   - l. Priority of the item. Circle "one" if needed to support classes being taught this year. Circle "two" if the item would be useful but not essential. Circle "three" if the item will be needed eventually (long range planning).

SEE SAMPLE BELOW



DO NOT WRITE IN THIS SPACE

BLURB
BIP
BBIP
FB
PBIP
GR
PC
CBI
MANS
LC
SER.R
IDC
CC

AUTHOR: Myrdal, Gunnar
(Last name first)

TITLE: Rich lands and poor

PUBLISHER: Harper

Publication Year: 1958

Edition: 2d

No. of Vols.

Series: American Civilization No. 7

REQ. BY: L. Anderson - 1 Engl

PRICE 3.00

PRIORITY
(Circle one number)
I II III

TSD-1 (rev.72)

DO NOT WRITE IN THIS SPACE

Standing Orders. If the book is part of a set or series, indicate on the card if you wish us to place a standing order for future volumes and/or an order for back volumes.

Rush Orders. Books will be "rush" ordered and processed only in unusual circumstances. Therefore, it is advisable to request a book well in advance of the anticipated need for it.

Out-of-Print Orders. Because of the demand for books listed in sales catalogs, the library makes a special effort to order such books promptly, and it is recommended that faculty members bring or send such catalogs to the library along with a book request card for each item desired.

If the book is out of print or unobtainable for some other reason, the faculty member is notified. At his request, the library will try to obtain the title in the out-of-print market. Since this is a costly procedure, it should be used only when the book is essential for the library's collection. Sale prices which are substantially more than the original purchase price are always referred to the faculty member before ordering.

PERIODICAL ORDER REQUESTS

1. Requests for new periodicals must receive the approval of the discipline before submission to the library.

2. Requests should show title, address, and price, also priority. The library has several guides to periodicals, such as *Ulrich's Periodical Directory*, which contain bibliographical information for most periodicals.

3. Submit requests to the Bibliographer (Santos)

4. The requests will be reviewed in terms of:

   a. The budget
   b. The library's acquisition policy
   c. Inclusion of the periodical in standard indexes in the library
   d. Probable use by students and/or faculty
   e. Holdings of local libraries

5. Suggestions for dropping a subscription must be approved by the appropriate discipline before submission to the library. The suggestions will be reviewed with all interested parties before deciding to drop a subscription.

LIBRARY PUBLICATIONS

Additional information about the library and its services may be obtained from the following library publications:

Library Statistics (annual; issued in July) A statistical statement with analysis by form of library materials, including activities of the year.

Alphabetical list of periodicals, newspapers, indexes and abstracts (annual; issued in September) A general summary of library holdings of these materials, including available indexing.

Subject list of periodicals, newspapers, indexes and abstracts (annual; issued in September) Arranged by subjects, this serves as an index to the *Alphabetical List*.

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*(continuation of "Reserve Library" from p. K6):
Loan Periods. Loan periods may be changed at the discretion of the instructor or a librarian to meet the needs of the students. Reserve materials fall into the following categories: 1) *Class-meeting-to-class-meeting* loan period provides that materials may be checked out any hour during the day and returned before the next class session; 2) *One week*; 3) *Restricted reserve*: materials may be used in the library for two hours during the day, may circulate overnight at 4 p.m. or 8 p.m. and are due at 9 a.m. the following week day; 4) *Library use only*.

Placing Materials on Reserve. To place materials on reserve: 1) obtain Reserve Book form from library; 2) fill in appropriate information on the form; 3) submit form to library at least 24 hours BEFORE making the assignment to the students.

Taking Materials off Reserve. When instructors wish to take materials off reserve prior to the date scheduled on the Reserve Book form, they must notify the library so that the library records may be cleared. This applies even when the instructor's personal copies are concerned.

APPENDIX L

Operating Policies

Stanislaus State College Foundation

OPERATING POLICIES

STANISLAUS STATE COLLEGE FOUNDATION

I. Purpose

To provide as an operating guide the basic policies of the Foundation in conformance with regulations of the Trustees, California State University and Colleges; Title V, California Administrative Code; and the Trustees of Stanislaus State College Foundation.

II. Policies

A. The purpose and organization of this Foundation may be found in the Articles of Incorporation and Bylaws. Essentially the Foundation is established to assist and supervise the operation of those College programs under its jurisdiction. Auxiliary operations such as the bookstore, food service, and fiscal activities of the associated students are closely regulated by specific policies of the CSUC Trustees. The basic responsibility for carrying out the System Trustee Regulations in these areas is vested in the College and these matters largely become matters of report to the SSC Foundation Board. The principal managerial responsibility of the SSC Foundation Board is the policy control and supervision of funds derived from gifts, grants, project overhead and interest which may be used for discretionary purposes.

B. Fiscal

1. The Foundation shall be operated to assure fiscal integrity and viability.

2. Accounting will conform to the uniform system prescribed by the Chancellor's Office.

3. The Foundation shall be audited annually by a CPA firm selected by the Foundation Trustees. Audit may also be made at any time by Department of Finance or auditors under the direction of CSUC Trustees.

4. An audited statement of operations and financial condition shall be published annually. This publication shall take place within 30 days after commencement of the fall term. Other reports required are:

    a. Annual Report of Gifts, Donations, and Bequests (April)
    b. Annual Chancellor's Fiscal Report (September)
    c. Annual Charitable Trust Report (November)

5. Funds may be solicited and accepted from the general public or other agencies for specified purposes or for the general fund, assuming, of course, that appropriate System and College regulations are not violated. Expenditures from general funds must be made in conformance with policies and appropriate approvals established by the Foundation Trustees.

6. Expenditures from general funds not exceeding $2,000 in total may be authorized by the President of the College or Executive Committee with an appropriate report to the Trustees at their next meeting. Such expenditures will be in conformance with all existing College and Foundation Policies and will typically be for such uses as:

    a. Public Relations
    b. Emergency Grants or Loans to Students
    c. Academic Program Needs for which funds are not otherwise available.
    d. Travel needs not provided by the State.

C. Grant Administration

1. Funds developed from grants, special projects and academic courses may be accepted by the Treasurer of the Foundation after approval by the other appropriate administrative officials of the College.

2. Administrative or overhead charges for grants and sponsored projects will be in accordance with the terms of the grant. Every effort will be made to recover full costs as determined by the audited overhead rate established by Federal authorities; exceptions to full overhead rates require approval by the President of the College or the Foundation Treasurer as a

normal routine. The Trustees should understand that most granting agencies will not pay full overhead rate and, in fact, frequently request an institutional contribution as a means of assuring that the purpose of the grant is in conformance with the objectives and program directions of the College.

3. Overhead charges may be assessed on locally funded projects, normally at a rate not less than the audited rate for the Foundation.

4. Employees paid from grant or project funds shall be compensated in accordance with current CSUC practices and procedures. Personnel classifications and salaries shall conform with those established for regular College employees.

5. The Treasurer of the Foundation shall be responsible for the fiscal accounting of all grants or funded projects administered through the Foundation in accordance with College policy and the approved contractual and operating constraints.

D. Travel

1. Reimbursement for travel expense shall be in accordance with the rates and other provisions established by the State Board of Control for State employees. Where the terms of the grant or project specify a rate of reimbursement less than that allowed by the State, the lesser rate shall apply.

2. Travel paid from grant or project funds requires the regular authorizations of the College including both policy and fiscal approvals. Use of Foundation vehicles is subject to the same safety regulations as those for State vehicles and is restricted to such usage as approved by the College. Typically, this will involve the execution of grant and contract obligations by Foundation employees and other official business approved by the President of the College.

3. Claims for reimbursement involving two or more projects shall contain a statement to the effect that duplicate payment is not being requested or has not been received from other projects. Proper distribution shall be made of travel expenses involving two or more projects.

E. Capital Outlay Programs

1. Capital outlay contract management is the general responsibility of the CSCS administration. The responsibility for fiscal management is vested in the Treasurer of the Stanislaus State College Foundation.

2. Architectural plans, specifications, and a financial plan for all capital outlay projects shall be submitted to the Chancellor's Office for approval.

3. The project site and location shall be in accord with the approved campus master plan and shall have the approval of the Board of Trustees, California State University and Colleges.

4. Design of major projects shall be accomplished by an architect or engineer approved by the Chancellor's Office.

5. Projects shall be publicly advertised and bids requested according to the following criteria:

   a. $15,000 and above - State-wide advertising
   b. $5,000 - $15,000 - local advertising
   c. Under $5,000 - informal bids

6. Contracts shall be awarded to the lowest responsible bidder.

7. Contractors must be licensed and must provide insurance and bond.

8. Review of contracts by a local attorney will be at the discretion of the Foundation Trustees.

9. No contracts shall be entered into which require advance payment for personal services.

10. Contracts for management services of bookstore operations and food service operations shall be submitted to the Chancellor's Office for approval.

11. Contracts shall include a save harmless clause which encompasses the Trustees, California State Colleges; the State of California; the Trustees, Stanislaus State College Foundation; and their officers and employees.

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